SKJCE Online User Manual

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Release

This is the August 2014 release of the SKJCE Online Web Application User Manual. It applies to version 1.0 of the web application.

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Getting Started

SKJCE Online is a web browser based program, which is a project management system for learning and teaching entrepreneurship. This is a tailored Content Management System for organizing students, business planning courses and projects within the scope of higher education.

System Requirements

The web application is designed for Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 16.0 or higher, Opera 12.0 or higher, Apple Safari 6.0 or higher and Google Chrome 10.0 or higher. Additional web browsers may work, but have not been tested and are not supported. Your computer should also meet the minimum system requirements provided by the manufacturer of the browser you are using. The web application will perform best on computers with a high-speed internet connection.

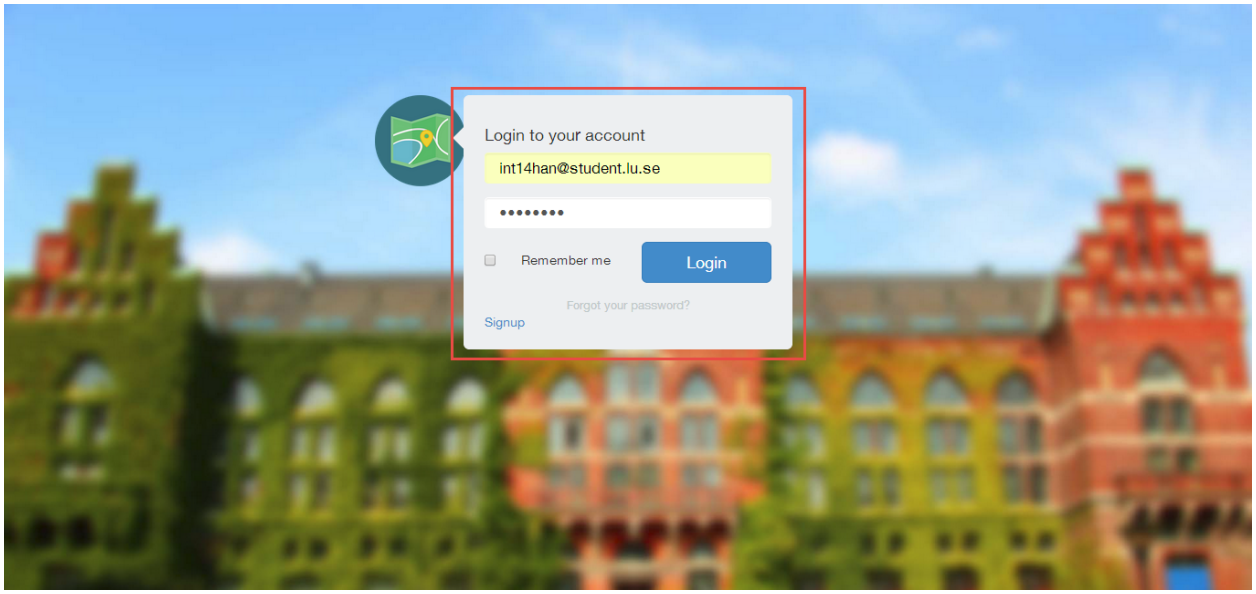
Launching the Web Application

To get started using the SKJCE Online web application right away, just type the following address into your web browser or click on the link below.

http://venturelund.com

Logging in and signing up into the system

The first time you access the application you either have to signup into the system, or in case of pre-registration (which is done by the system administrators), you are able to log in with your registered email address and password.



In case if your account is not registered, you have the possibility to sign up to the system. In order to register into the system, you have to fill in the registration form. You have to accept the Terms of Service, in order to register. After the successful registration, you have to wait till the system administrator activates your account.

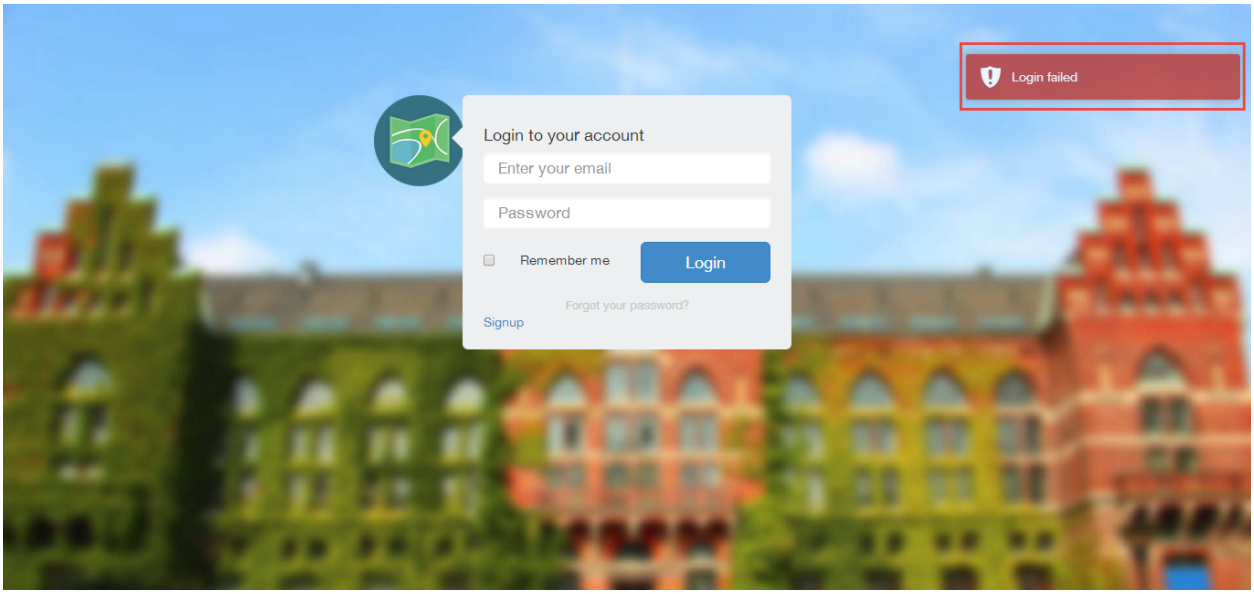
What should I do if I can't log in to the system?

If you cannot login to the system, it usually can caused by the following things:

1. Your email or password mismatch (or accidentally misspelled).

2. Your account has not been accepted or waiting for approval from the system administrators.

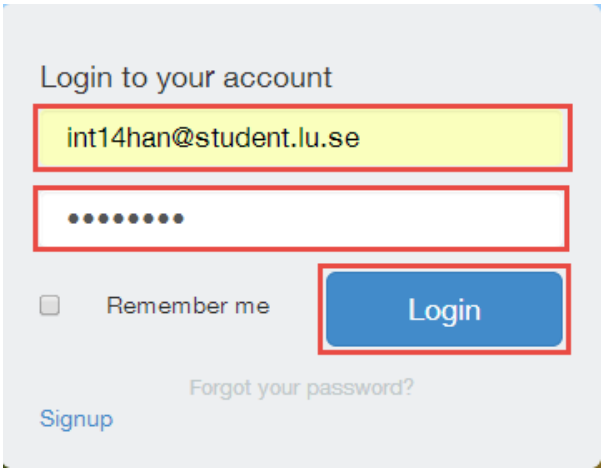
If you experience that you are unable to login, please contact your course administrator, or use the forgot password option to reset your password. The guide of how to reset your password can be found in this section, under the **How-tos**.



How-tos

Log into your account (pre-registered by the administrator)

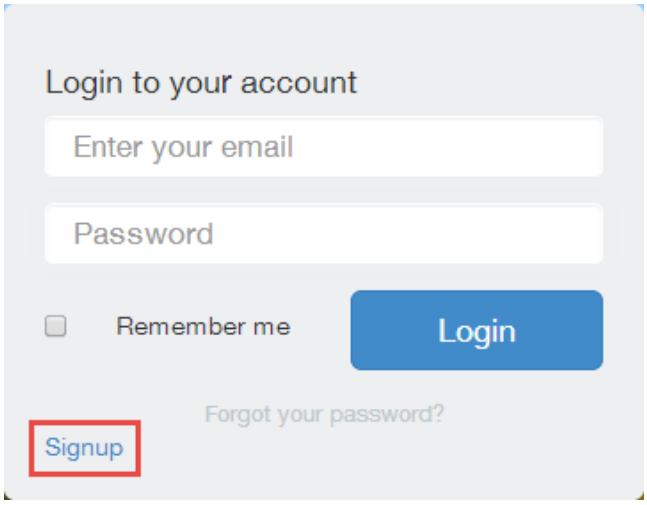
1. Enter your **registered email address** into the first textbox.
2. Enter your **password** into the second textbox.



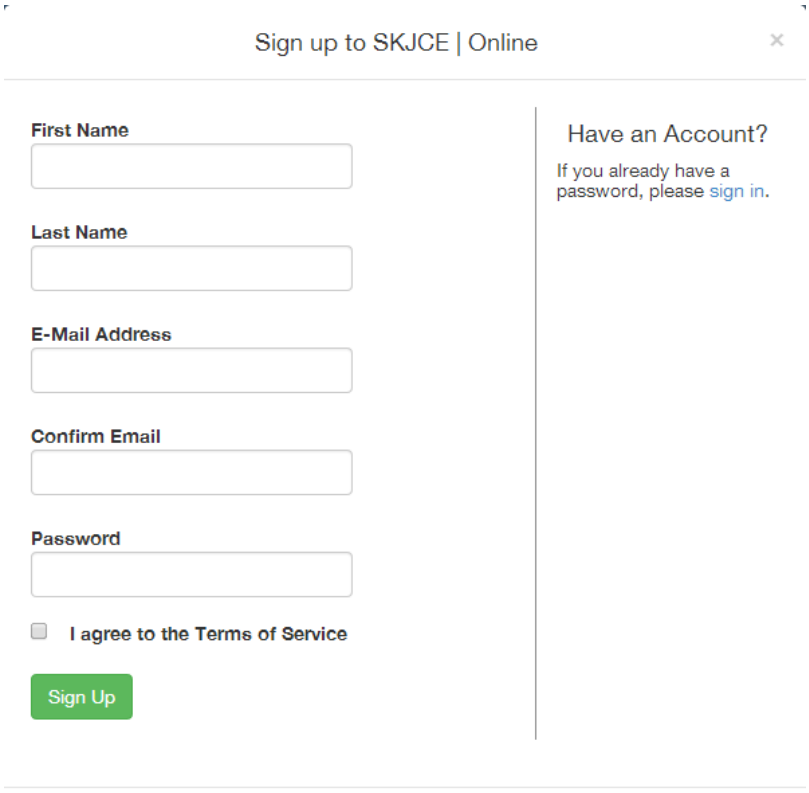
3. Click on the button, in order to log into the system.

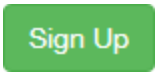
Sign up to the system

1. Click the **Signup** button on the login form.



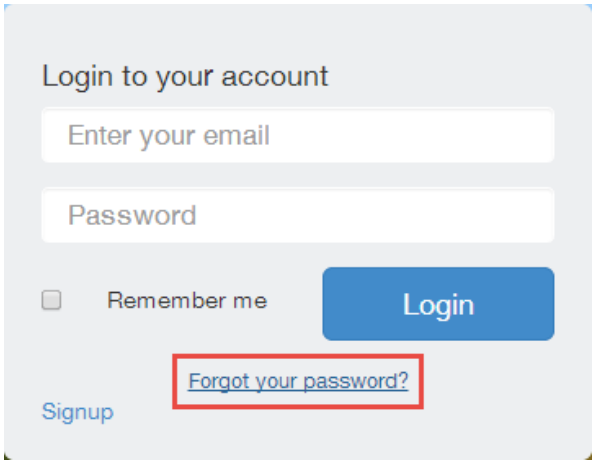
2. Fill in the pop-up registration form with your **First Name**, **Last Name**, **E-Mail Address**, **Confirm Email** and **Password**. In order to do a successful registration you need to accept the Terms of Service.



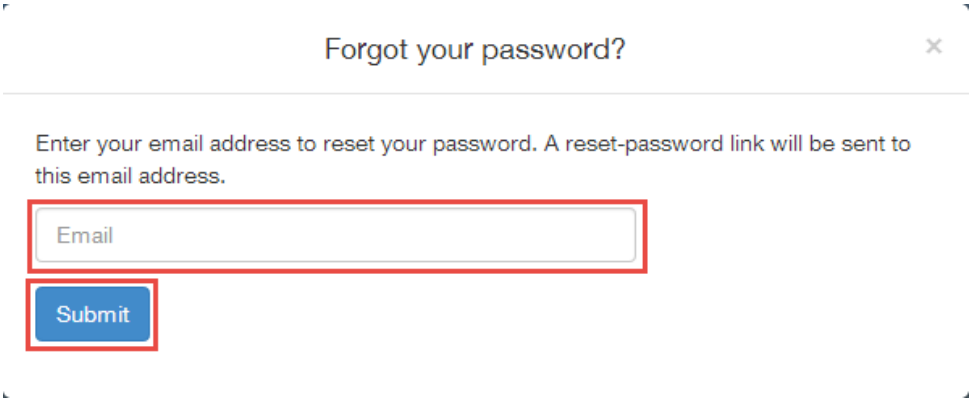
3. Click  in order to finish your registration.

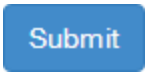
How to get a new password, if I forgot mine?

1. Click the **Forgot your password?** button on the login form.



2. Fill in the pop-up forgot your password form with your **E-Mail Address**. We will send you a link to this email address, where you can add your new password. We do not store your passwords, and will never send a message with your password through email.


Forgot your password?
Enter your email address to reset your password. A reset-password link will be sent to this email address.
Email
Submit

3. Click 

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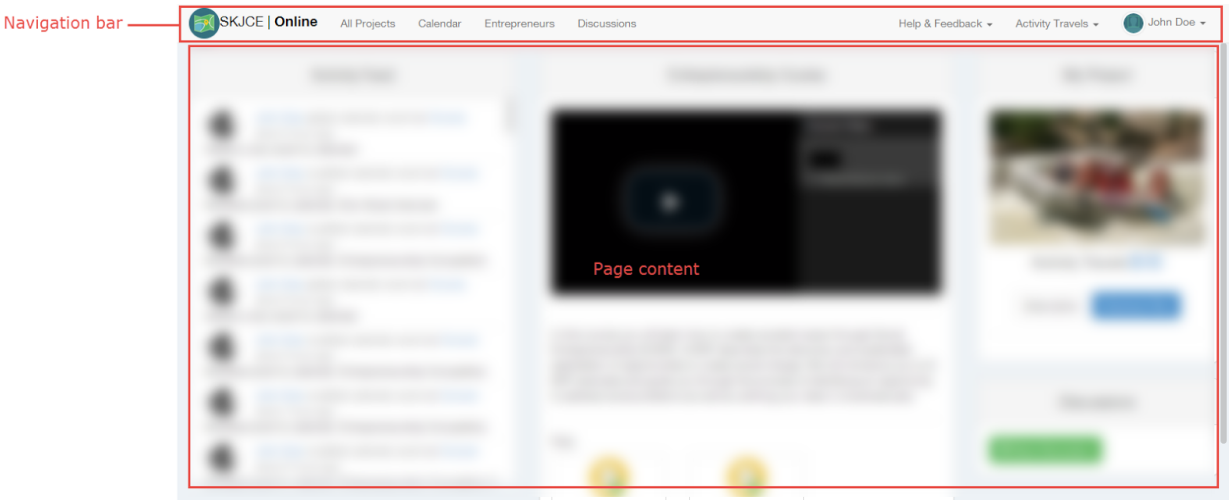
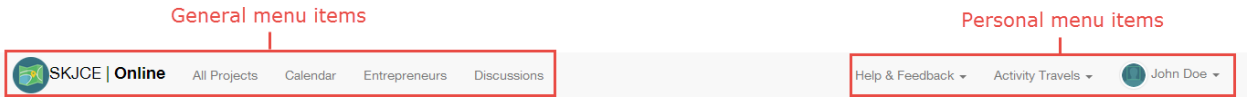
Application Layout

The SKJCE web application's layout is similar to many other common Content Management System (CMS) applications such as Wordpress or Drupal. The application window is divided up into a series of frames as shown in the picture below, that contain the navigation bar, sidebar, and page content used to interact with the system. Each frame and its contents are described in more detail in this user manual.



Navigation bar

The navigation bar at the top of the web application is the main place, where you access projects, calendars, entrepreneurs and discussions.This navigation is divided into two parts.The left side is related to the menu items, while the right side is more related to your project and profile.



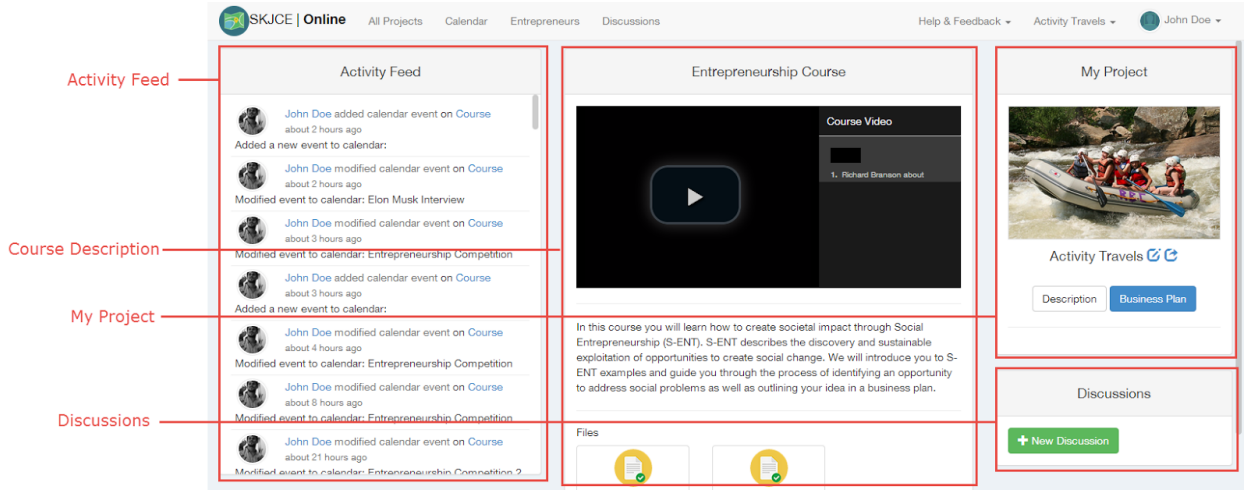
There is also a link to this User Manual and one to Send a Feedback in case, if something goes wrong while working with the application or you just have a thought how to improve the system. All these things are located in this navigation bar.

Page content

Each menu item has its own main page content, which are described in more detail in this user manual.

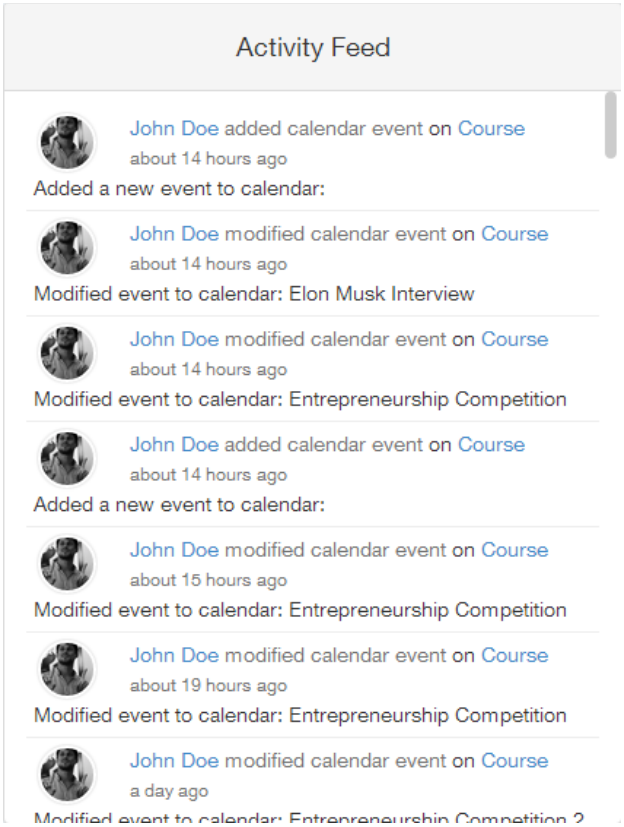
Dashboard

After successfully logged into the SKJCE system, the first page shows the content your personal Dashboard. The main function of this page is rapidly access the general information by the activity feed, the course description box and to manage your project and discussions. This page is divided up into four main frames as shown in picture. The frames includes the activity feed, course description my project and discussions. Each frame and its contents are described in more detail below.



Activity Feed

The Activity Feed is located at the top-left side of this page. This activity feed is an internal feed system, which has two levels. First a teacher level, if they change something with the course, for instance adding a new file, deleting a course video or creating a new calendar event will pop-up here. The second level is you internal level, which is related to your project and team members. If something is happening to your project, for example anyone made a comment on your project's public profile (Project Description page), then you got an activity feed for that. This is only visible for the team members of the project.


Activity Feed
John Doe added calendar event on Course
about 14 hours ago
Added a new event to calendar:
John Doe modified calendar event on Course
about 14 hours ago
Modified event to calendar: Elon Musk Interview
John Doe modified calendar event on Course
about 14 hours ago
Modified event to calendar: Entrepreneurship Competition
John Doe added calendar event on Course
about 14 hours ago
Added a new event to calendar:
John Doe modified calendar event on Course
about 15 hours ago
Modified event to calendar: Entrepreneurship Competition
John Doe modified calendar event on Course
about 19 hours ago
Modified event to calendar: Entrepreneurship Competition
John Doe modified calendar event on Course
a day ago

What things will appear in the Activity Feed?

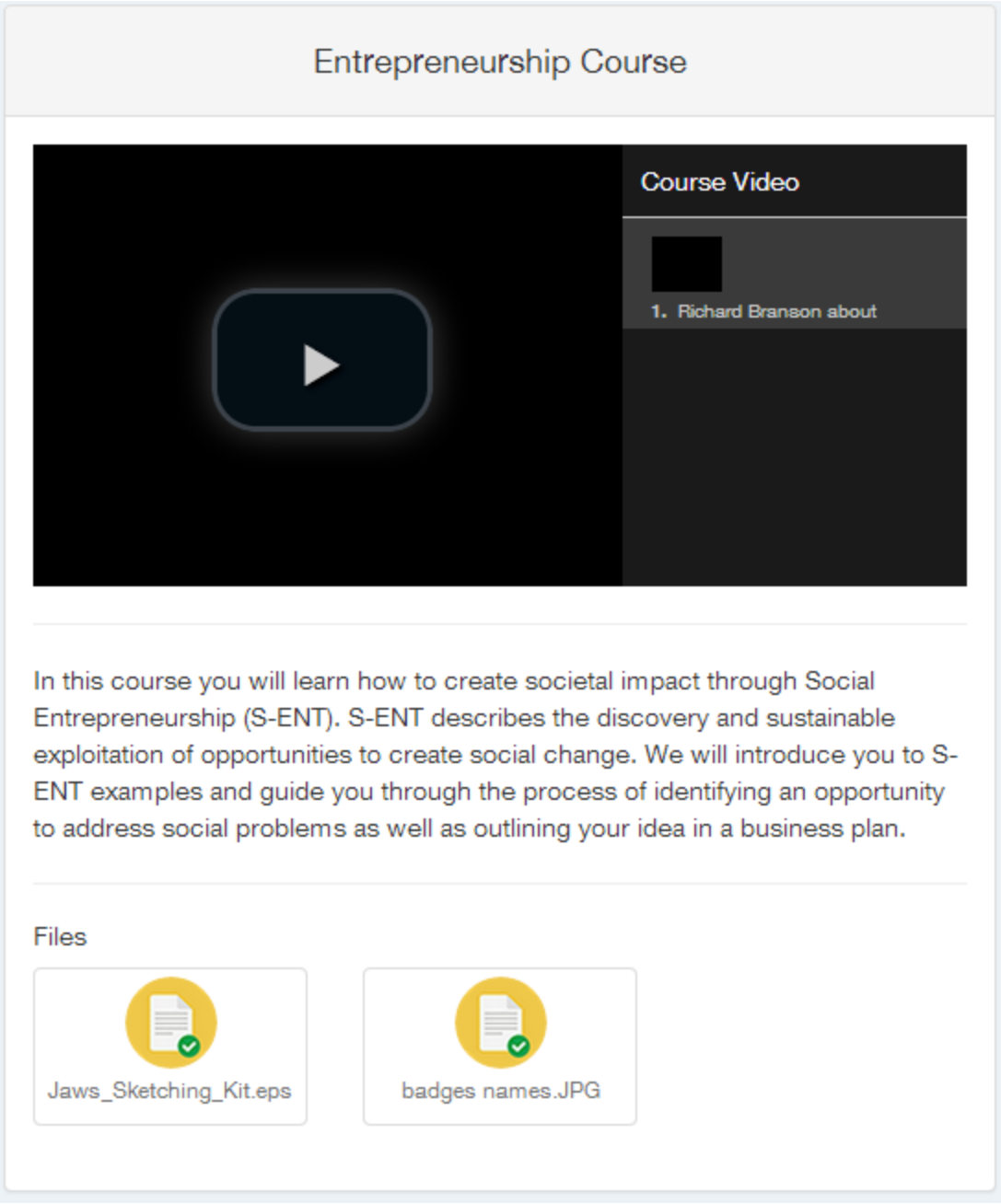
1. Adding a new file through the **Course Description**
2. Removing an existing file through the **Course Description**
3. Adding a new video through the **Course Description**
4. Removing an existing video through the **Course Description**
5. Creating a new discussion through the **Discussions**
6. Deleting an existing discussion through the **Discussions**
7. Creating a new event through the **Calendar** (described under Calendar menu item)
8. Modifying an existing event through the **Calendar** (described under Calendar menu item)
9. Deleting an existing event through the **Calendar** (described under Calendar menu item)
10. Adding manually by texting through the **Activity Feed**

Course Description

The Course Description is the main introductory information for you about the course, which is edited by the

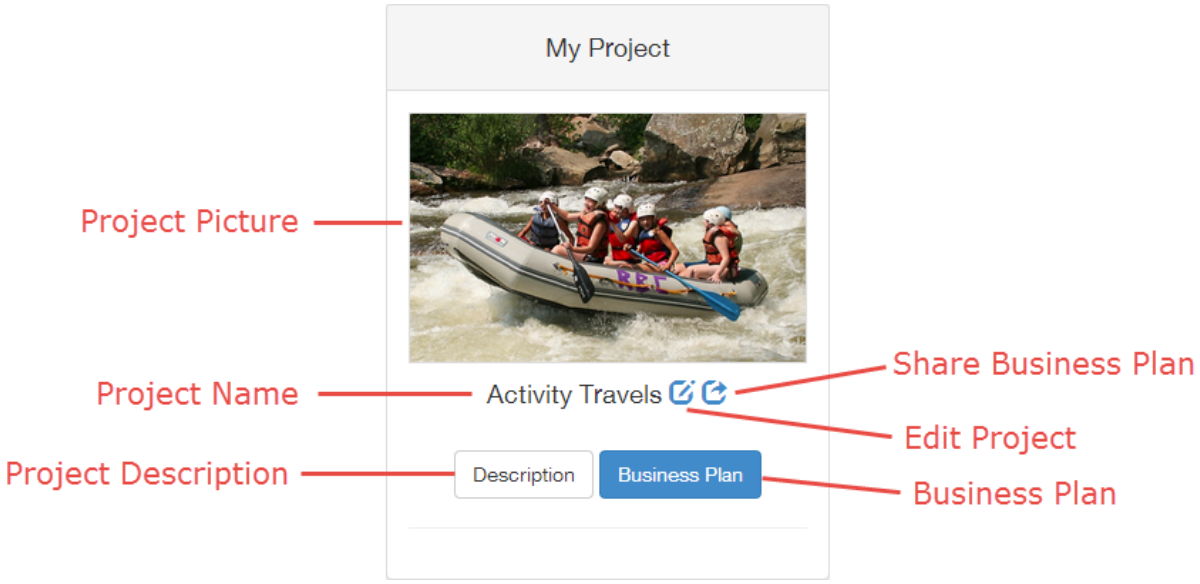
teachers. You will see course introduction videos, course description and other course related contents.

The Course Description is located in the middle side of the page, which contains a video player, a Course Introduction textbox, and a file downloader.


Entrepreneurship Course
Course Video
1. Richard Branson about
In this course you will learn how to create societal impact through Social Entrepreneurship (S-ENT). S-ENT describes the discovery and sustainable exploitation of opportunities to create social change. We will introduce you to S-ENT examples and guide you through the process of identifying an opportunity to address social problems as well as outlining your idea in a business plan.
Files
Jaws_Sketching_Kit.eps
badges names.JPG

My Project

My Project panel is probably the most important feature in the system for you. This is the place, where you quickly access your Business Plan, your Project Description page, edit your project general information or share your project document with external people. My Project is located on the top right corner of this page.



As the picture shows above, through this panel you can access four things. Your **Project Description** page, **Business Plan**, **Edit Project** and **Share Business Plan**. Further description on each of these elements will be explained within this document.

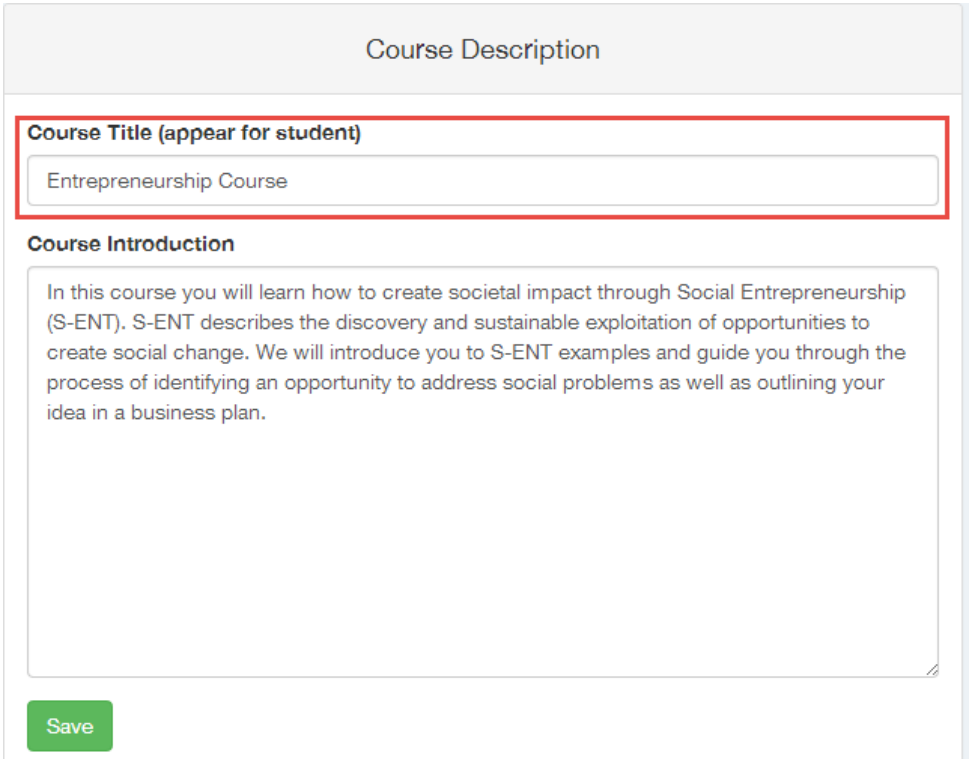
Discussions

The Discussions panel is located at lower right corner, which gives fast access to your own discussions. Through discussions you are able to discuss topics with your classmates, or opening a new discussion, where your teachers and mentors also can contribute. All the discussions what you created is shown through this panel. Further description on the discussions in general and on how to add modify or remove a discussion is explained under **Discussion** section within this document.

How-tos

Adding or changing the Course Title

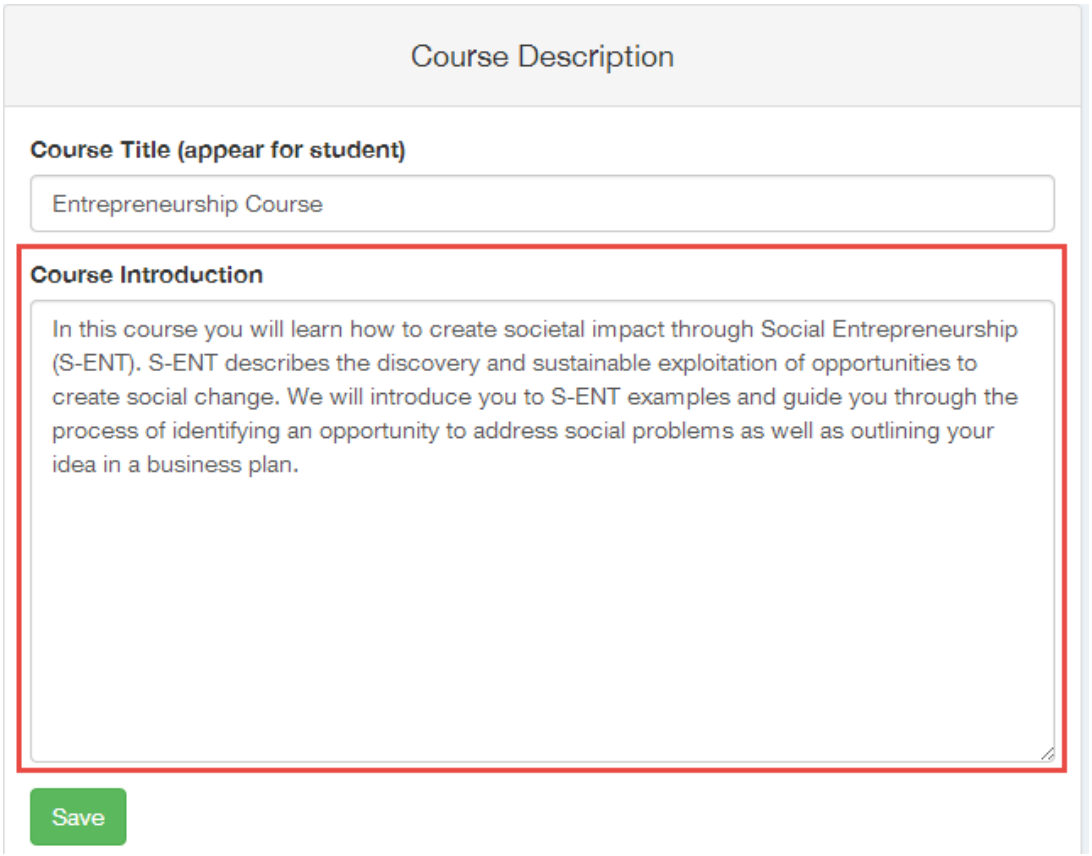
1. Click into the textbox of **Course Title**


Course Description
Course Title (appear for student)
Entrepreneurship Course
Course Introduction
In this course you will learn how to create societal impact through Social Entrepreneurship (S-ENT). S-ENT describes the discovery and sustainable exploitation of opportunities to create social change. We will introduce you to S-ENT examples and guide you through the process of identifying an opportunity to address social problems as well as outlining your idea in a business plan.
Save

2. Edit the text within the textbox, then click Save

Adding or changing the Course Introduction

1. Click into the textbox of **Course Introduction**


Course Description
Course Title (appear for student)
Entrepreneurship Course
Course Introduction
In this course you will learn how to create societal impact through Social Entrepreneurship (S-ENT). S-ENT describes the discovery and sustainable exploitation of opportunities to create social change. We will introduce you to S-ENT examples and guide you through the process of identifying an opportunity to address social problems as well as outlining your idea in a business plan.
Save

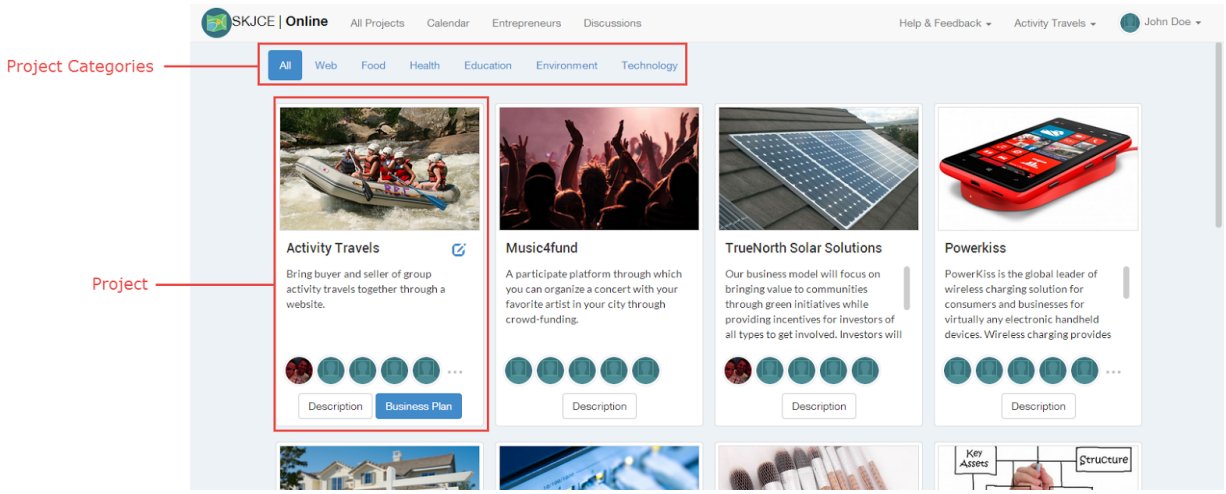
2. Edit the text within the textbox, then click

The above mentioned two textbox changing options (Adding or changing Course Title and Adding or changing Course Introduction) can be combined and saving together.

All Projects

All Projects is the core element of the system. In here you can interact with all the projects, which are created by your classmates. All the projects show their project picture along with its name and a short description. This page gives you the possibility to see each project's public profile (Project Description), and its the team members.

The projects categories in this page helps to search based on different predefined project categories which are the followings: *All, Web, Food, Health, Education, Environment, Technology*.



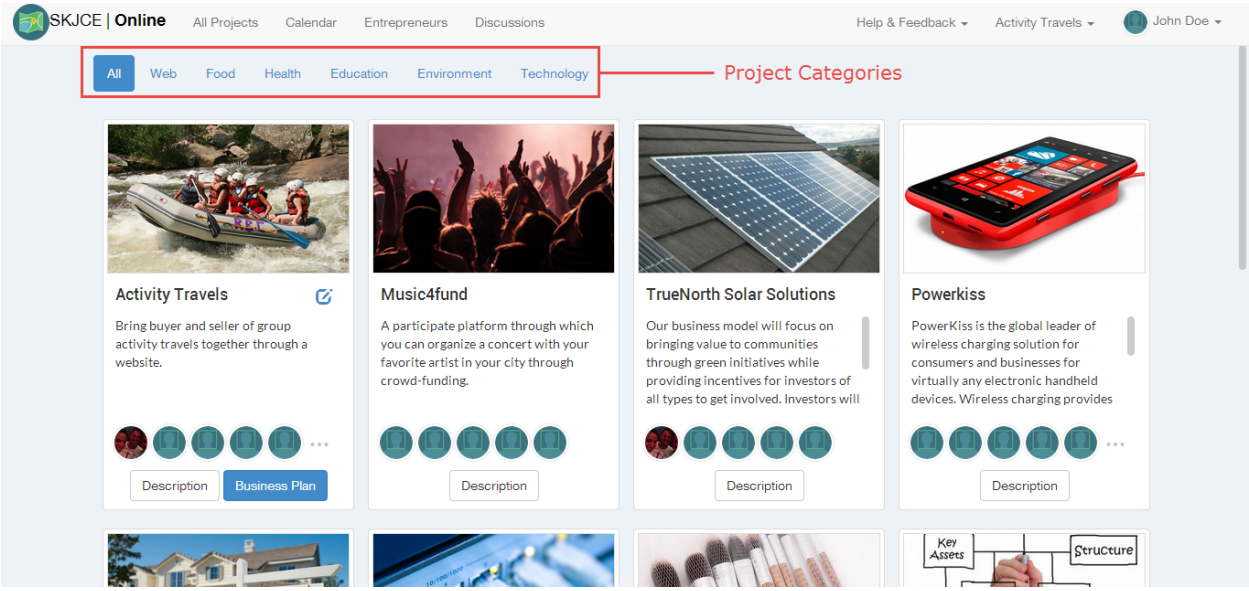
Who can see my Business Plan?

As a student you see projects in here made by your classmates. You see everyone's Project Description, which is the project's public profile, but not the entire Business Plan. If you are assigned to a project as a team member, then every team member can see and modify that Business Plan. Administrators and teachers will see all the projects in the system, and the Business Plans as well.

How-tos

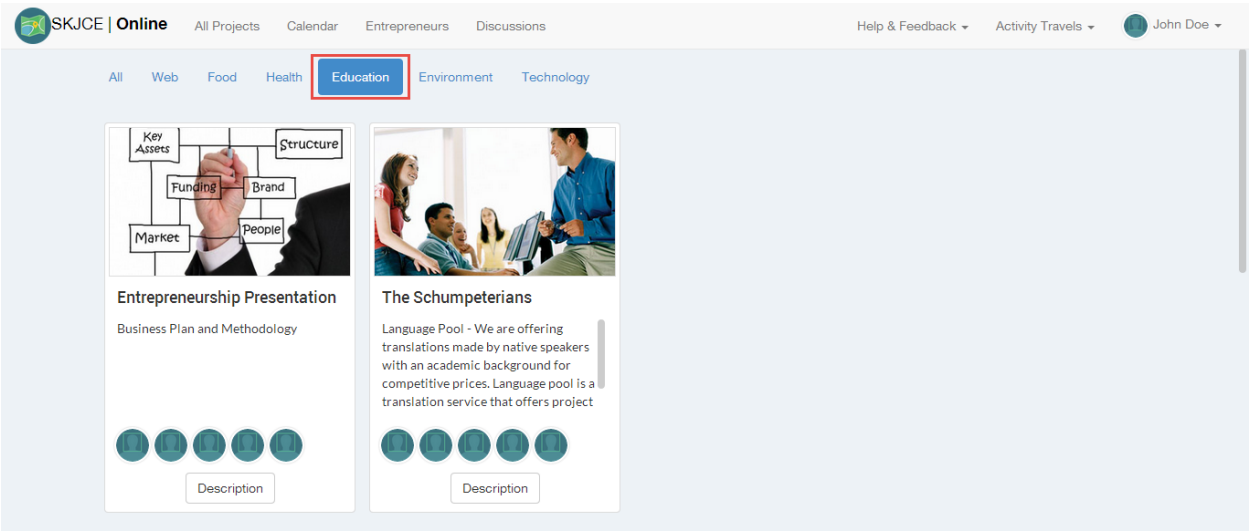
Filtering projects

1. Click the **Projects Portfolio** menu item (only applicable if you are on another menu item).


SKJCE | Online
All Projects
Calendar
Entrepreneurs
Discussions
Help & Feedback
Activity Travels
John Doe
All
Web
Food
Health
Education
Environment
Technology
Project Categories
Activity Travels
Bring buyer and seller of group activity travels together through a website.
Description
Business Plan
Music4fund
A participate platform through which you can organize a concert with your favorite artist in your city through crowd-funding.
Description
TrueNorth Solar Solutions
Our business model will focus on bringing value to communities through green initiatives while providing incentives for investors of all types to get involved. Investors will
Description
Powerkiss
PowerKiss is the global leader of wireless charging solution for consumers and businesses for virtually any electronic handheld devices. Wireless charging provides
Description

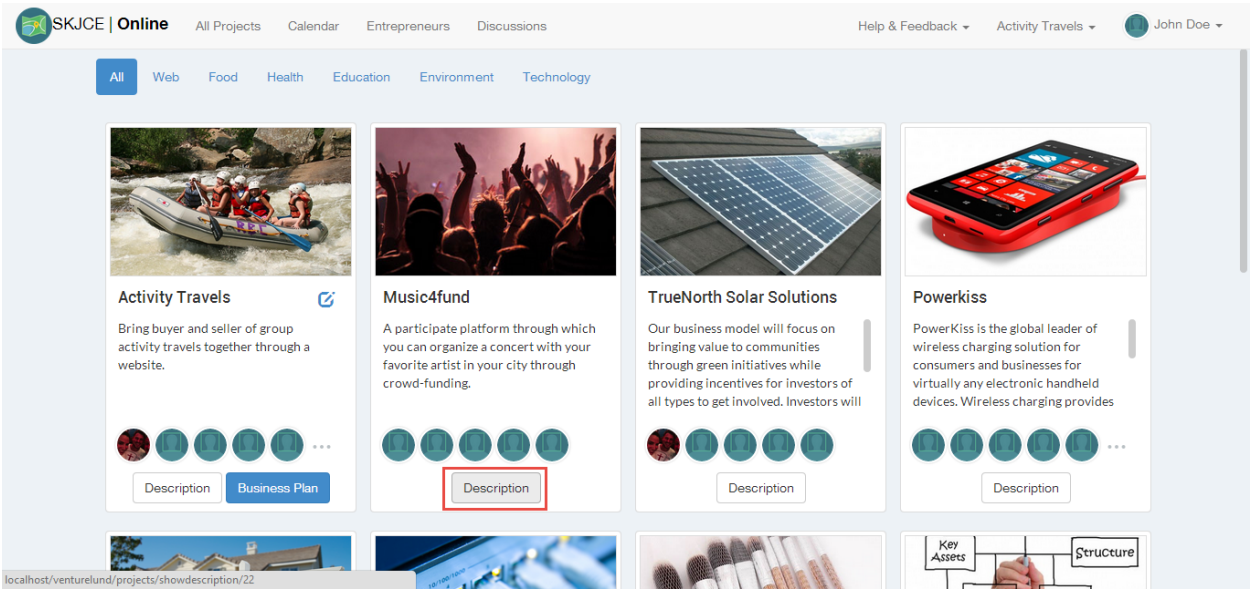
2. Click on **Project navigation bar** to filter by **project category** from any of the followings:

   All, Web, Food, Health, Education, Environment, Technology



Accessing the Project Description page (which is the project's public page)

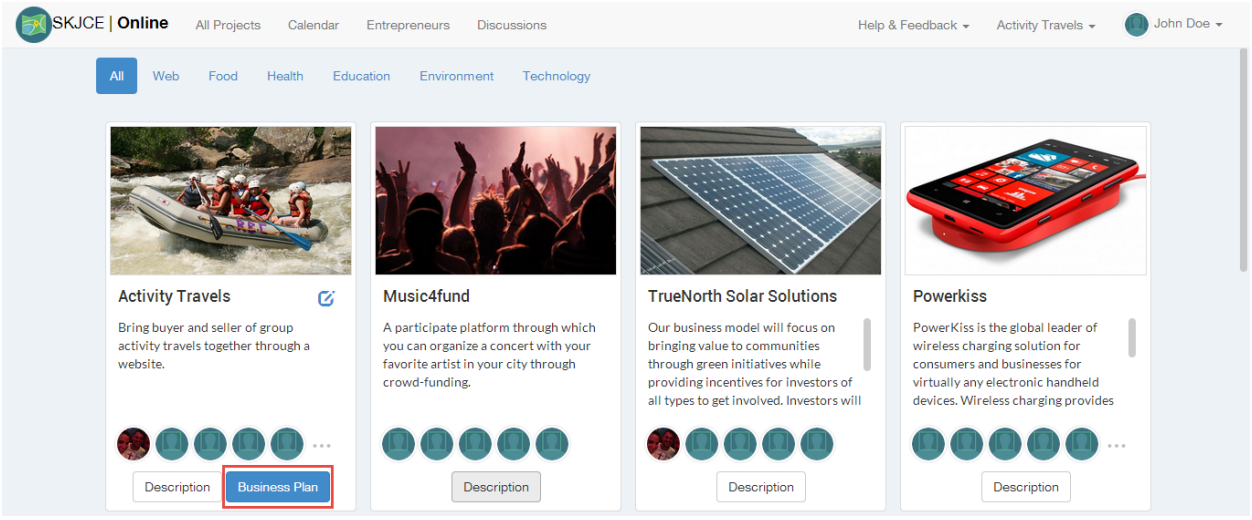
1. Click the **Projects Portfolio** menu item (only applicable if you are on another menu item).



2. Click on the project you want to access.

Accessing the Business Plan

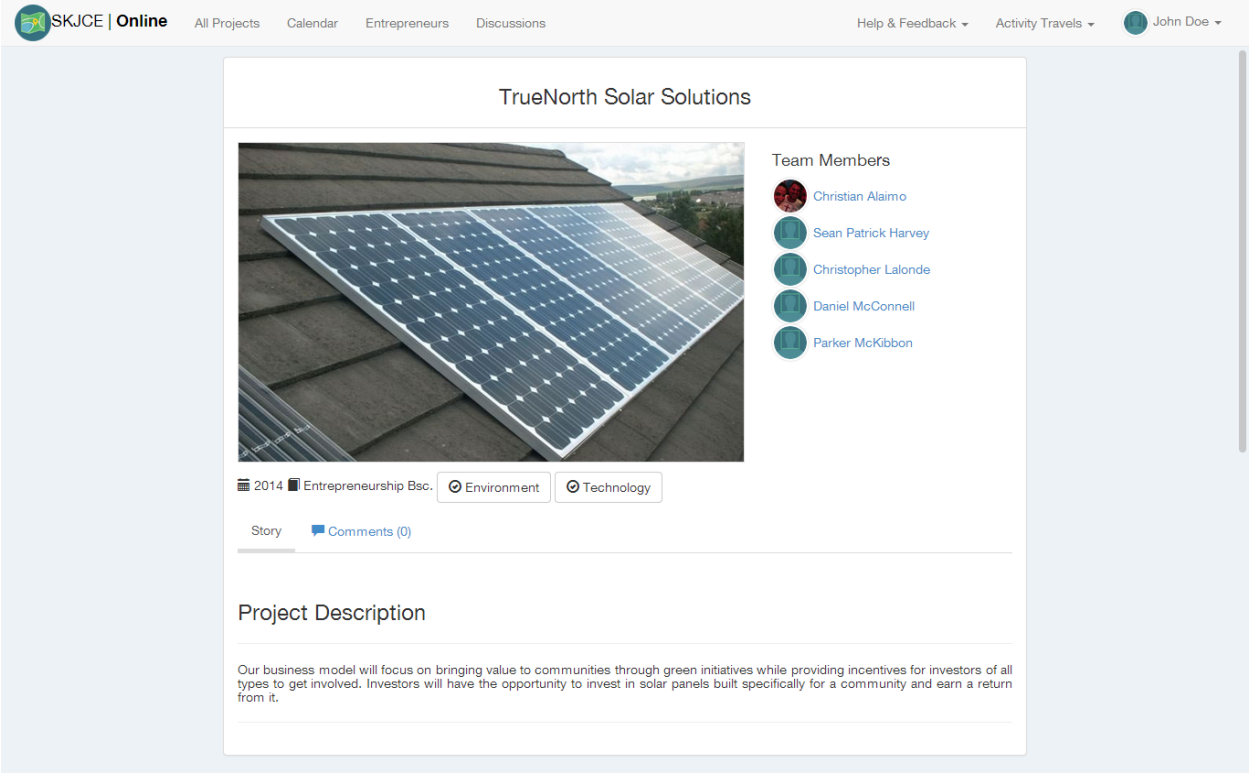
1. Click the **Projects Portfolio** menu item (only applicable if you are on another menu item).


SKJCE | Online
All Projects
Calendar
Entrepreneurs
Discussions
Help & Feedback
Activity Travels
John Doe
All
Web
Food
Health
Education
Environment
Technology
Activity Travels
Bring buyer and seller of group activity travels together through a website.
Description
Business Plan
Music4fund
A participate platform through which you can organize a concert with your favorite artist in your city through crowd-funding.
Description
TrueNorth Solar Solutions
Our business model will focus on bringing value to communities through green initiatives while providing incentives for investors of all types to get involved. Investors will
Description
Powerkiss
PowerKiss is the global leader of wireless charging solution for consumers and businesses for virtually any electronic handheld devices. Wireless charging provides
Description

2. Click on the project you want to access.

Project Description

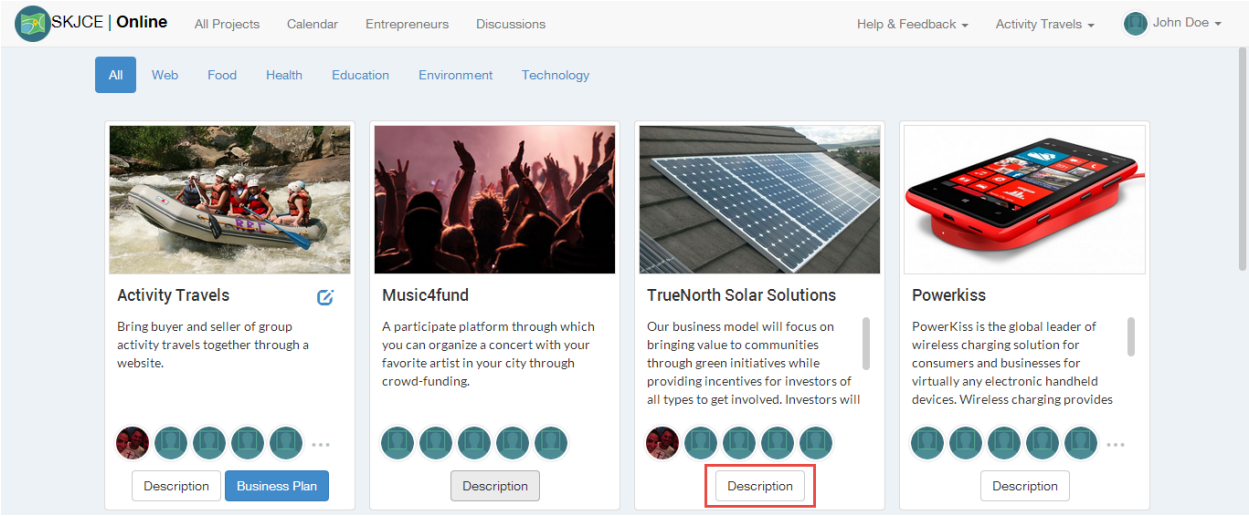
Project Description page is the public side of every project. This page provides general information starting from short text description, project picture and accessing team members till a separated commenting option. Through this everyone can ask questions, or make suggestions, for instance external mentors.



How-tos

Adding a comment to the Project Description page

1. Click the **All Projects** menu item.


SKJCE | Online
All Projects
Calendar
Entrepreneurs
Discussions
Help & Feedback
Activity Travels
John Doe
All
Web
Food
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Environment
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Activity Travels
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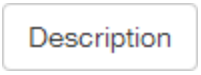
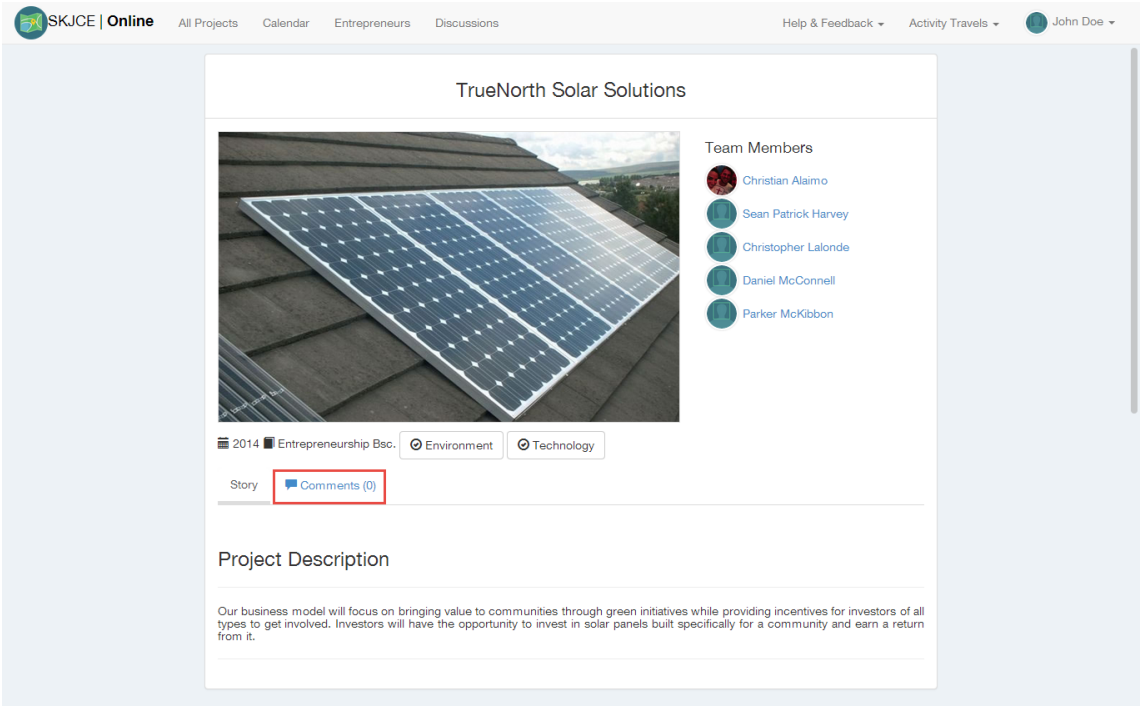
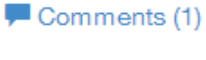
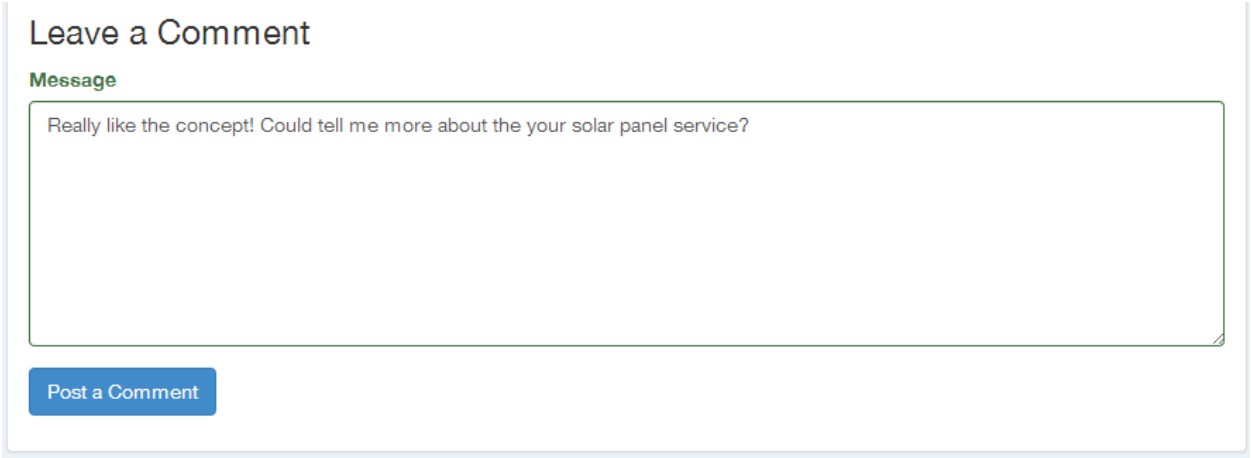
TrueNorth Solar Solutions
Our business model will focus on bringing value to communities through green initiatives while providing incentives for investors of all types to get involved. Investors will
Description
Powerkiss
PowerKiss is the global leader of wireless charging solution for consumers and businesses for virtually any electronic handheld devices. Wireless charging provides
Description

2. Click  on the project you want to access.



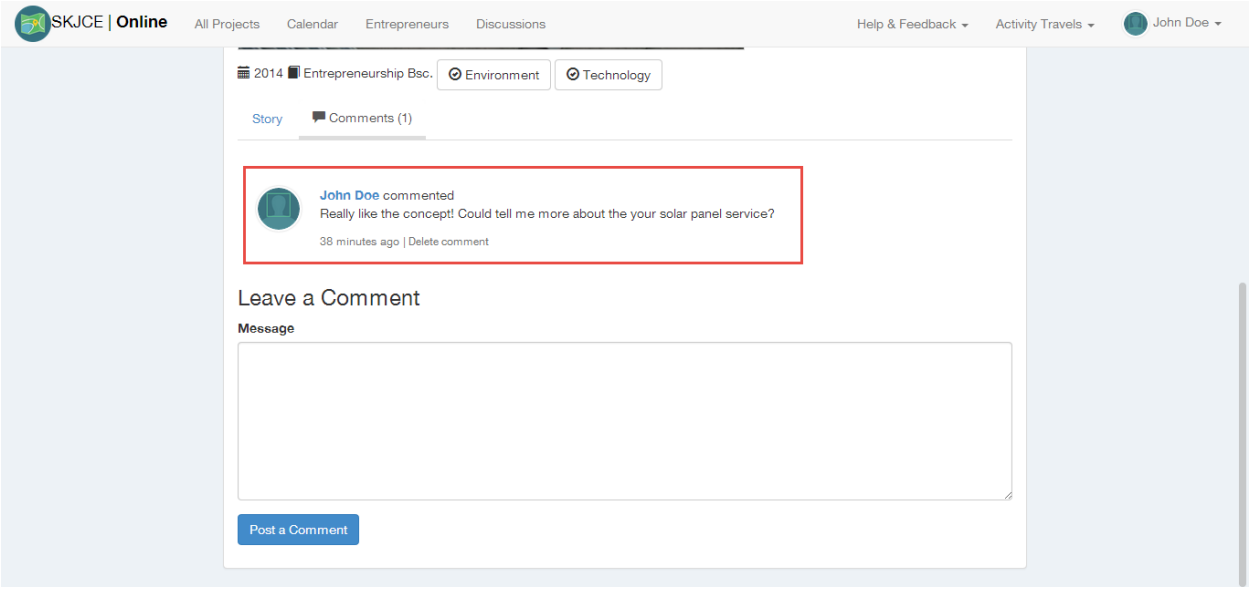
3. Click  on the **Project Description** page

4. Type in the text what you would like to send.



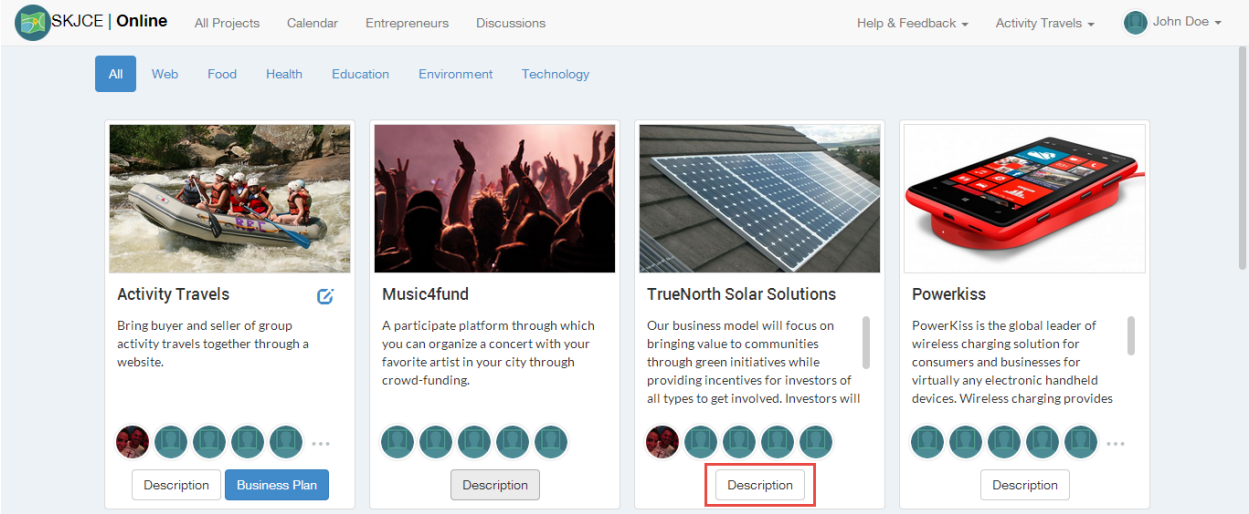
5. Click to in order to post a comment.

6. Done! Your comment is successfully added to the system.

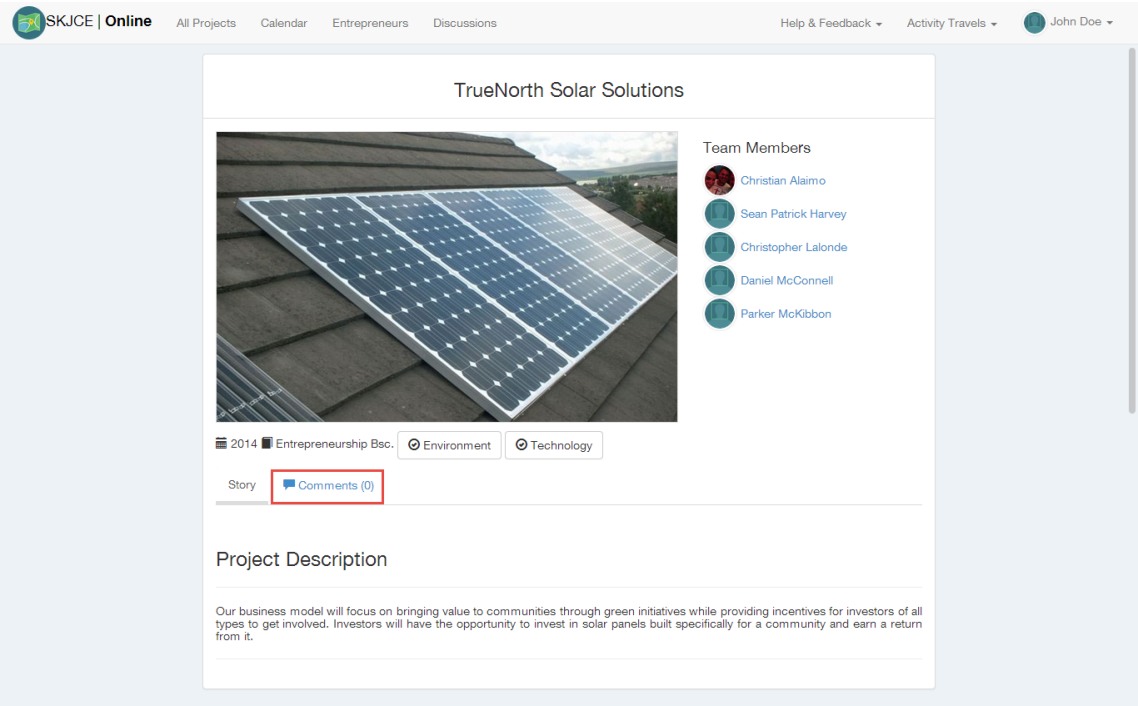


Deleting a comment from the Project Description page

1. Click the **All Projects** menu item.


SKJCE | Online
All Projects
Calendar
Entrepreneurs
Discussions
Help & Feedback
Activity Travels
John Doe
All
Web
Food
Health
Education
Environment
Technology
Activity Travels
Bring buyer and seller of group activity travels together through a website.
Description
Business Plan
Music4fund
A participate platform through which you can organize a concert with your favorite artist in your city through crowd-funding.
Description
TrueNorth Solar Solutions
Our business model will focus on bringing value to communities through green initiatives while providing incentives for investors of all types to get involved. Investors will
Description
Powerkiss
PowerKiss is the global leader of wireless charging solution for consumers and businesses for virtually any electronic handheld devices. Wireless charging provides
Description

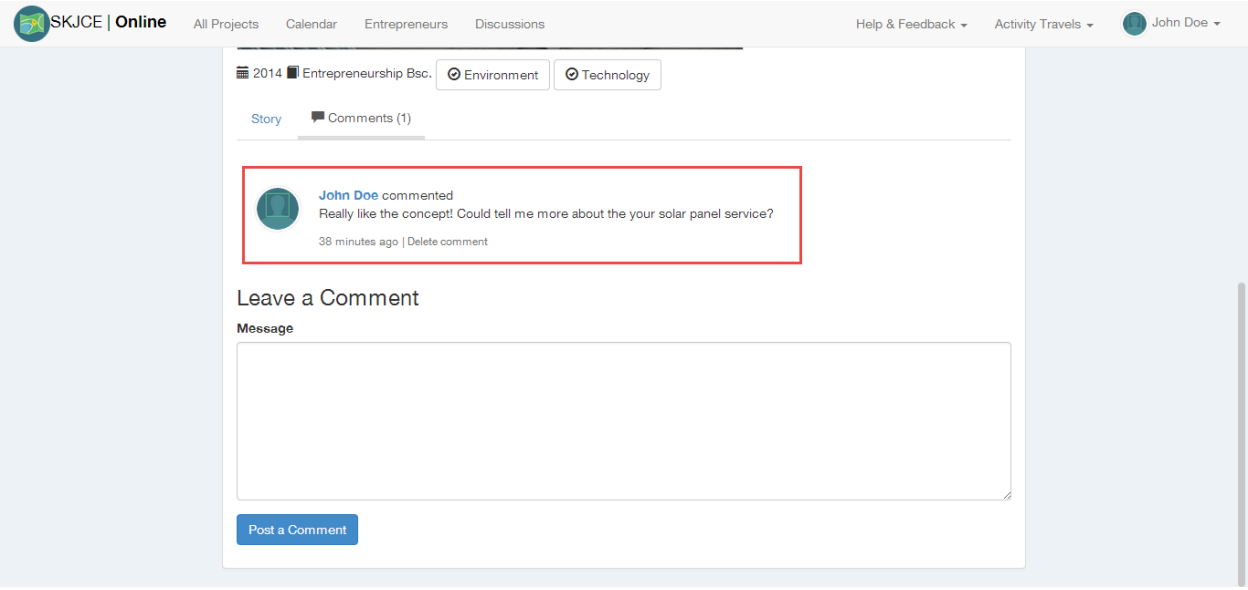
2. Click Description on the project you want to access.



3. Click Comments (1) on the **Project Description** page

4. Find the comment what you would like to delete. As a teacher or admin you have the right to

delete any comment which is made by anyone for safety issues.

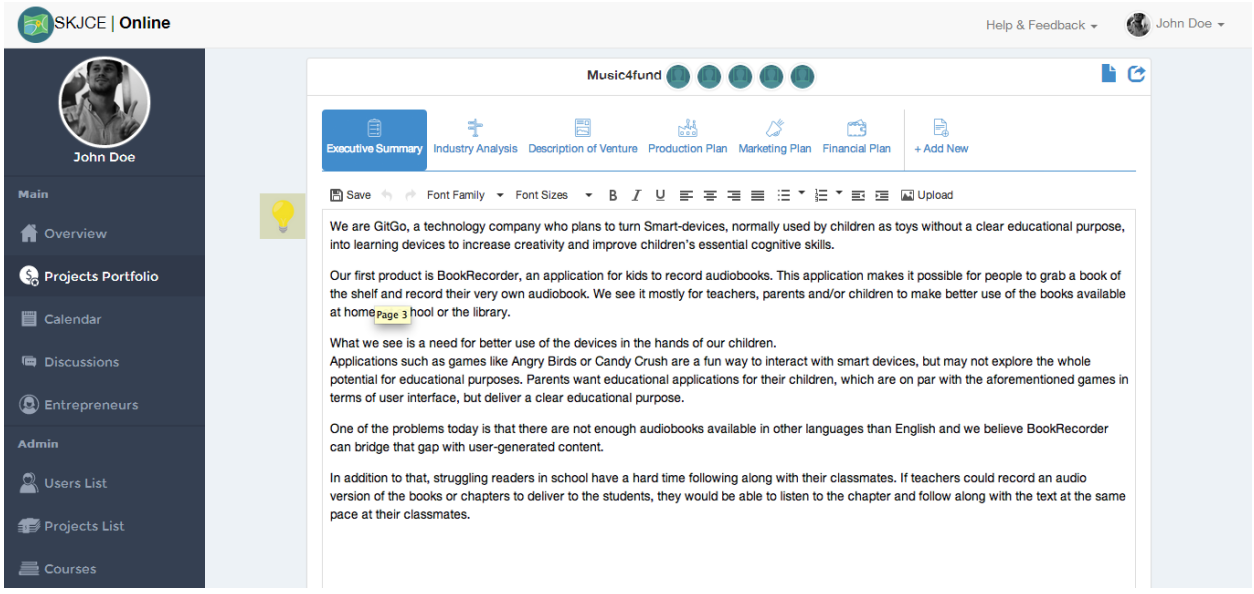


5. Click to Delete comment in order to delete a comment.

6. Done! Your comment is successfully deleted from the system.

Business Plan

In each project, team member can coordinate and edit the business plan using the online editor. A business plan is divided into multiple sections called **Business Plan Elements** such as, Executive Summary, Industry Analysis and Financial plan. Mandatory elements are predefined by teacher or the administrator. More information on how to add and edit these Business Plan elements can be found under *Business Plan Elements* section, and also under the *Coursers-> Course business plan element* subsection. Students have the ability to add more elements for their Business Plans as an extra, outside the required fields.

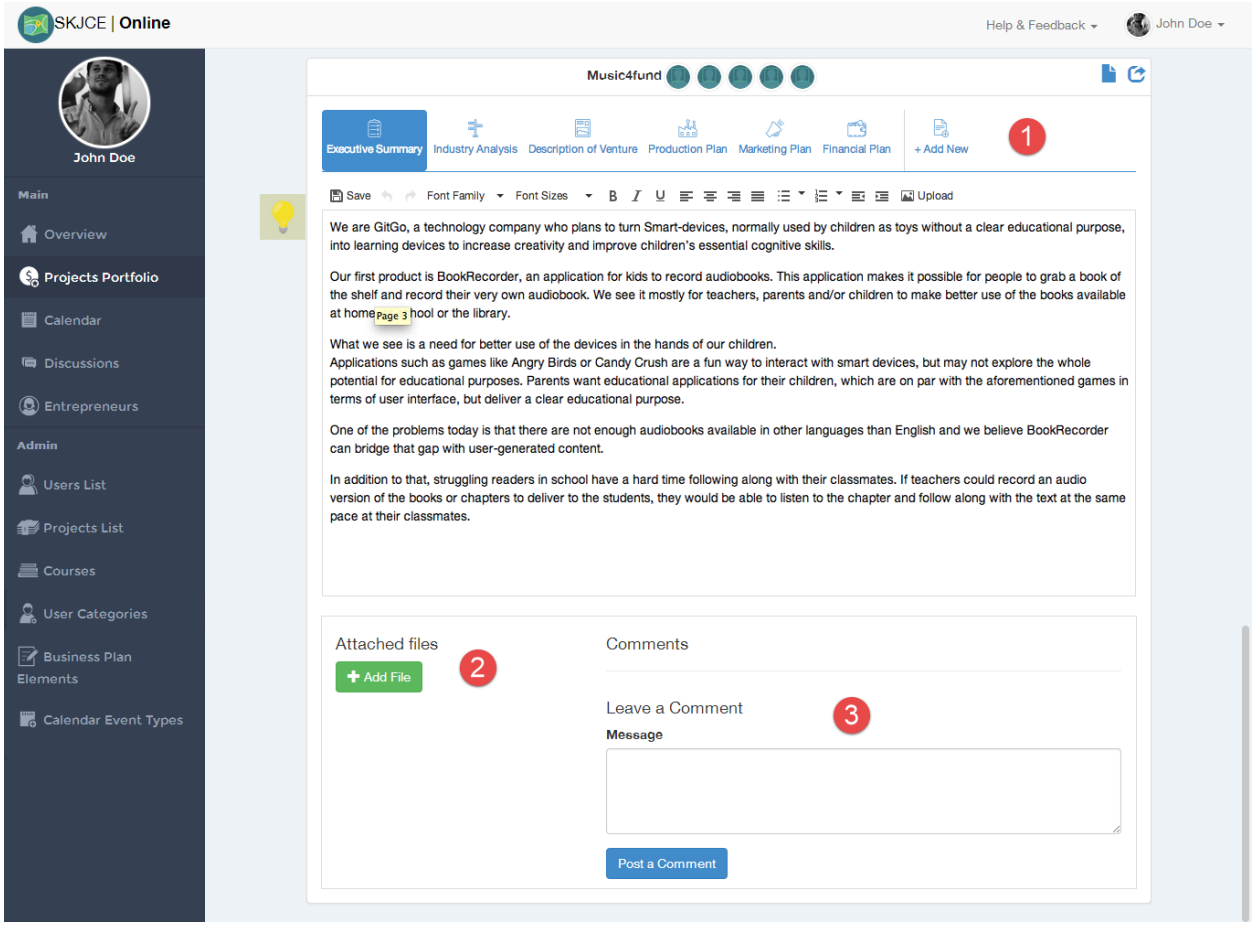

SKJCE | Online
Help & Feedback
John Doe
John Doe
Main
Overview
Projects Portfolio
Calendar
Discussions
Entrepreneurs
Admin
Users List
Projects List
Courses
Music4fund
Executive Summary
Industry Analysis
Description of Venture
Production Plan
Marketing Plan
Financial Plan
+ Add New
Save
Font Family
Font Sizes
Upload
We are GitGo, a technology company who plans to turn Smart-devices, normally used by children as toys without a clear educational purpose, into learning devices to increase creativity and improve children's essential cognitive skills.
Our first product is BookRecorder, an application for kids to record audiobooks. This application makes it possible for people to grab a book of the shelf and record their very own audiobook. We see it mostly for teachers, parents and/or children to make better use of the books available at home
Page 3
hool or the library.
What we see is a need for better use of the devices in the hands of our children.
Applications such as games like Angry Birds or Candy Crush are a fun way to interact with smart devices, but may not explore the whole potential for educational purposes. Parents want educational applications for their children, which are on par with the aforementioned games in terms of user interface, but deliver a clear educational purpose.
One of the problems today is that there are not enough audiobooks available in other languages than English and we believe BookRecorder can bridge that gap with user-generated content.
In addition to that, struggling readers in school have a hard time following along with their classmates. If teachers could record an audio version of the books or chapters to deliver to the students, they would be able to listen to the chapter and follow along with the text at the same pace at their classmates.

What do we see under a Business Plan?

The Business Plan is separated into different sections, where students can interact with their projects. Here they add their business plan texts, excel sheets for financial plans, organizational charts, marketing plan diagrams and so on. You as a teacher or administrator, can evaluate each element separately, and give feedback on each specific element separately. This gives the possibility also for the teachers and students to track their progress through this feedback option. In here only the teacher administrator (and mentors), have to possibility to interact with the students.

Each business plan element consist of 3 important parts: *Business Plan content, files and comments.*
The business plan content (text, picture, etc.) can be edited in the the online text editor. Down below the editor, users can attach relevant files to that element by using the **Attached files** section, and give a

comment to their teacher/team member in the **Comments** section.


SKJCE | Online
Help & Feedback
John Doe
John Doe
Main
Overview
Projects Portfolio
Calendar
Discussions
Entrepreneurs
Admin
Users List
Projects List
Courses
User Categories
Business Plan Elements
Calendar Event Types
Music4fund
Executive Summary
Industry Analysis
Description of Venture
Production Plan
Marketing Plan
Financial Plan
+ Add New
1
Save
Font Family
Font Sizes
Upload
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Page 3
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Attached files
Add File
2
Comments
Leave a Comment
3
Message
Post a Comment

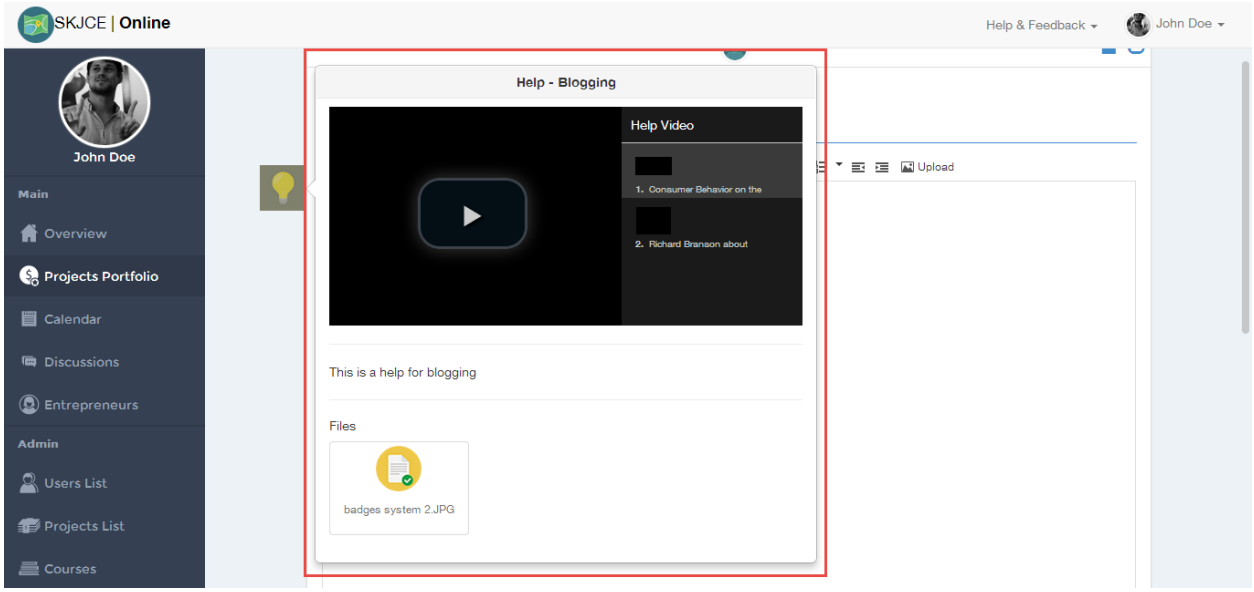
Who can see the business plans?

You as a teacher or administrator in the system always have the ability to access every business plan. Students only can access and edit the projects, where they were assigned to as a team member. Team members can send a secret link by email to individuals outside the system (not registered users) to access the read-only version of their business plan.

Interactive help

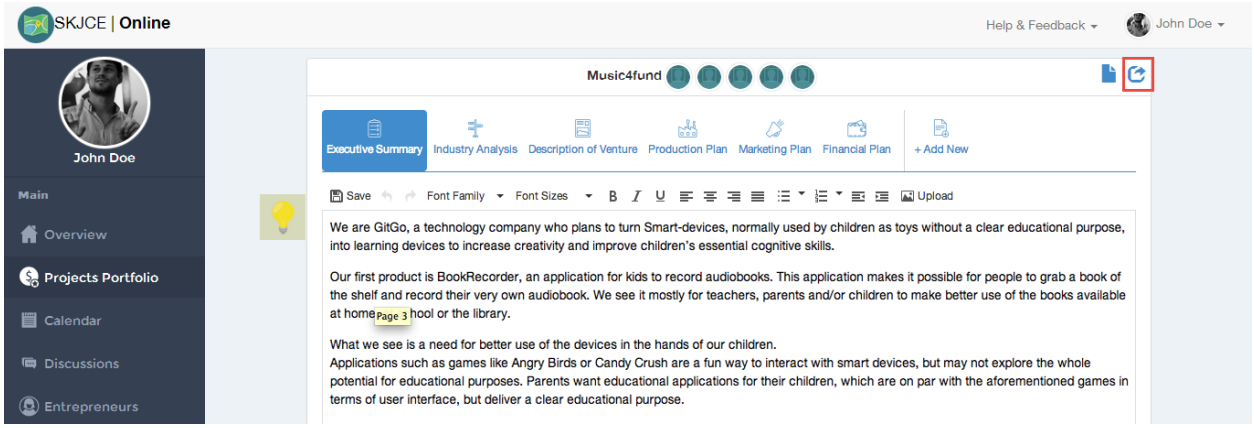
Interactive help is one of the core elements of this system. This helps the students to get specific help on their business planning process. Here the students can watch videos, read texts, or download file attachments, which helps them to concentrate on the specific task what they have to solve, for instance in Financial Plan. All these information is uploaded by teachers and administrators through the Business Plan Elements menu item, which is described under the **Business Plan Elements** section. You can access

thethis help by clicking on the light bulb icon on the left side of the business plan.



Business plan sharing

As it was mentioned before, you as a teacher or administrator will always see every business plan. However, in case if you (or the team members of the project) would like to share this business plan outside of the registered users, there is a possibility to do that. You can easily share the only-read version of the business plan by clicking on the share icon on the top right corner and type in one or multiple email addresses, and send the version to the people by email. Yes, it is as easy as it sounds.


SKJCE | Online
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John Doe
John Doe
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Projects Portfolio
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Description of Venture
Production Plan
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Font Sizes
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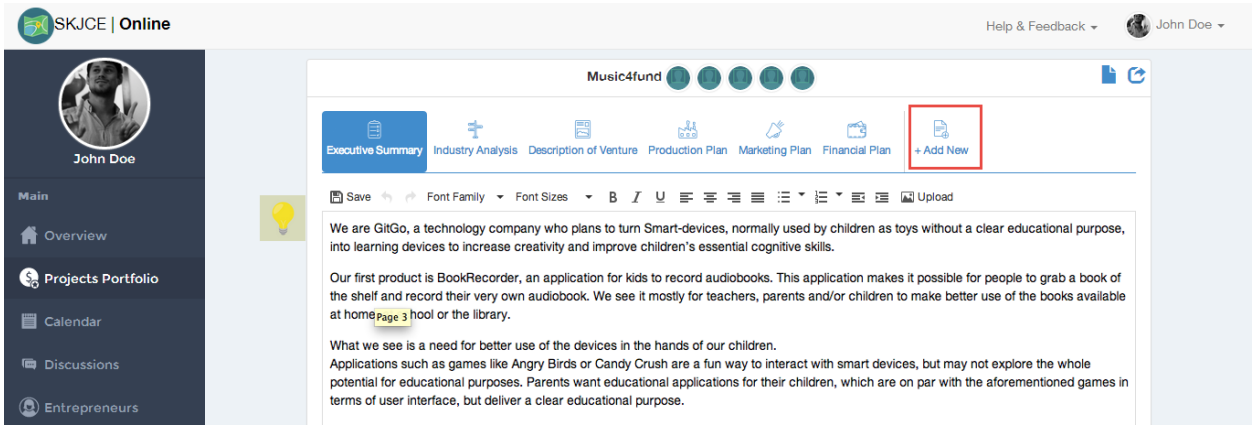
How-tos

Adding new business plan element

Click on the tab .


SKJCE | Online
Help & Feedback
John Doe
John Doe
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Font Sizes
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New tab will be added with name as “new element”.

Renaming a business plan element

1. Double-click on business **plan element name tab** you want to change. This text box will appear on the existing name.

.

2. Enter a new name in the **text box.**

* You can not change the name of the business plan elements that were predefined by a teacher.

Deleting a business plan element

1. Click on the top-right corner of the **business plan element tab** you want to delete.

Editing business plan content

1. Click the **business plan element** tab you want to edit.
2. Edit content of that business plan element in the online editor form.
3. Click in editor toolbar.

Adding file to business plan

1. Click the **business plan element** tab you want to edit.
2. Click .
3. Select file you want to upload.

Deleting file in business plan

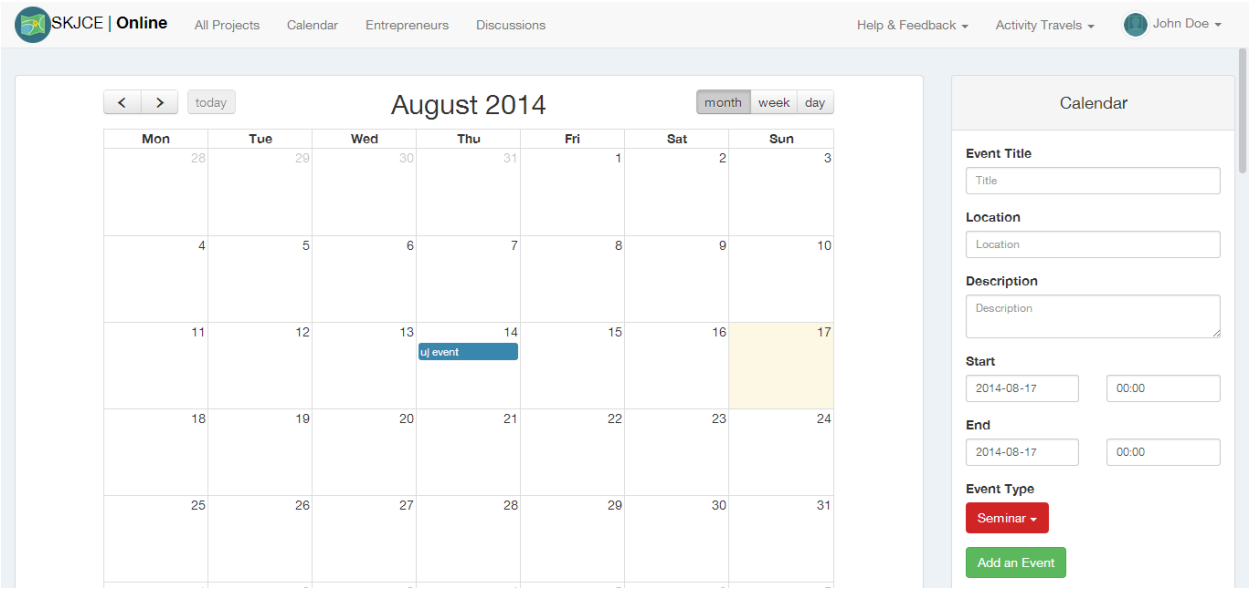
1. Click the **business plan element** tab this file attached to.
2. Click on the file you want to delete.

Adding comment to business plan

1. Click the **business plan element** tab you want to comment.
2. Enter comment in **Message** box.
3. Click .

Calendar

Calendar is easily accessible from the top navigation bar, which allows you to see important meetings, startup competitions or interesting guest lectures. To avoid confusion, this is not the official live@lund calendar, however it's up to the teacher what type of information they provide with you. Although they can add course deadlines, the calendar is more associated with the 'practical' implementation of the business planning procedure. Through the calendar you can add locations or attach files to the events. You add events simply by clicking in the time or date cells and events can be dragged and dropped for easy rearrangement. There is also a sidebar from which you are able to add events easily.



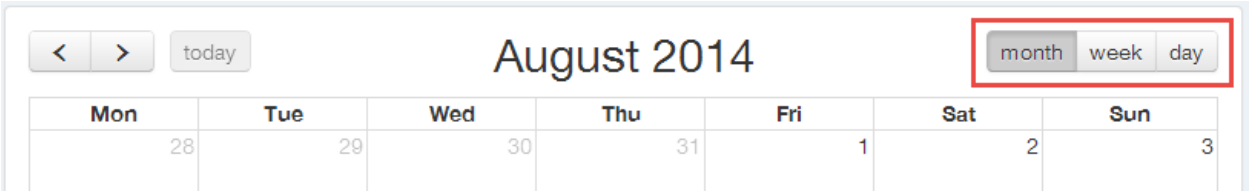
Who can see the events?

Events that are connected to courses are visible for all course participants, which are made by the teacher or administrator. On top of this, if you add something to the calendar, that will be synced with your project team members as well. This helps you to have a common calendar to follow your business planning process. The calendar today doesn't support import or export functions with external calendars like Google Calendar or iCal.

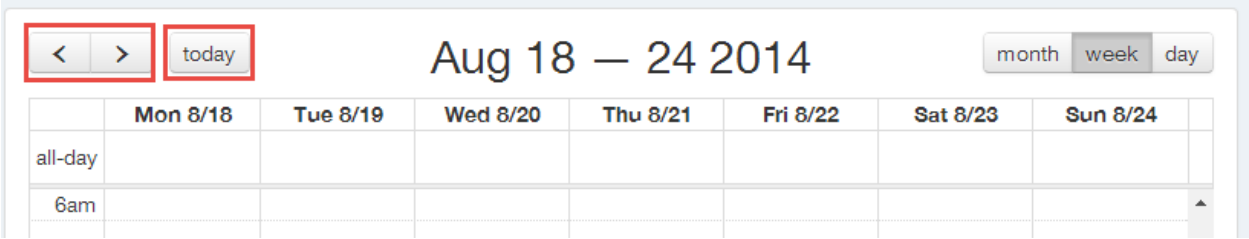
Views

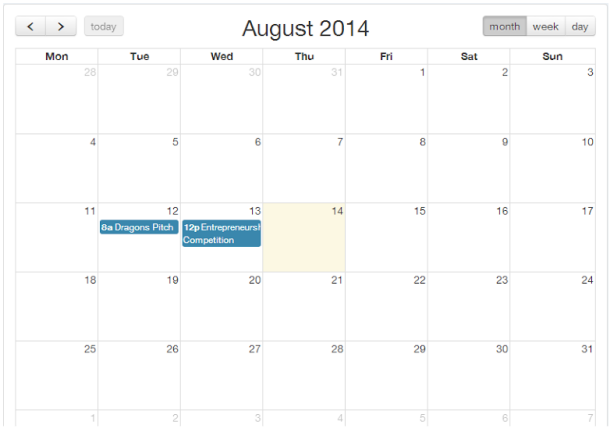
The calendar has different views, as default in monthly view, which can be changed to weekly or single daily.

Select a view by clicking the **month**, **week** or **day** buttons in the top right corner of the calendar.



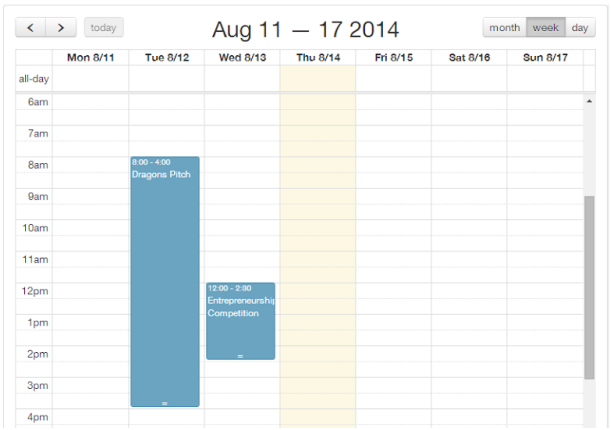
Use the arrow buttons in the top left corner of the calendar to browse forward or backwards and use the **today** link to return to the current date.

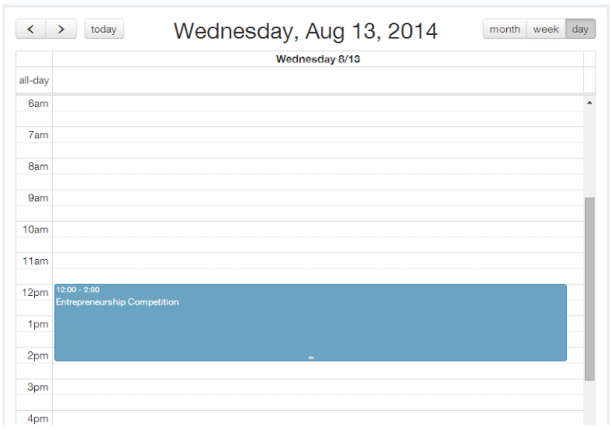




Three different views

1) Monthly
2) Weekly
3) Daily





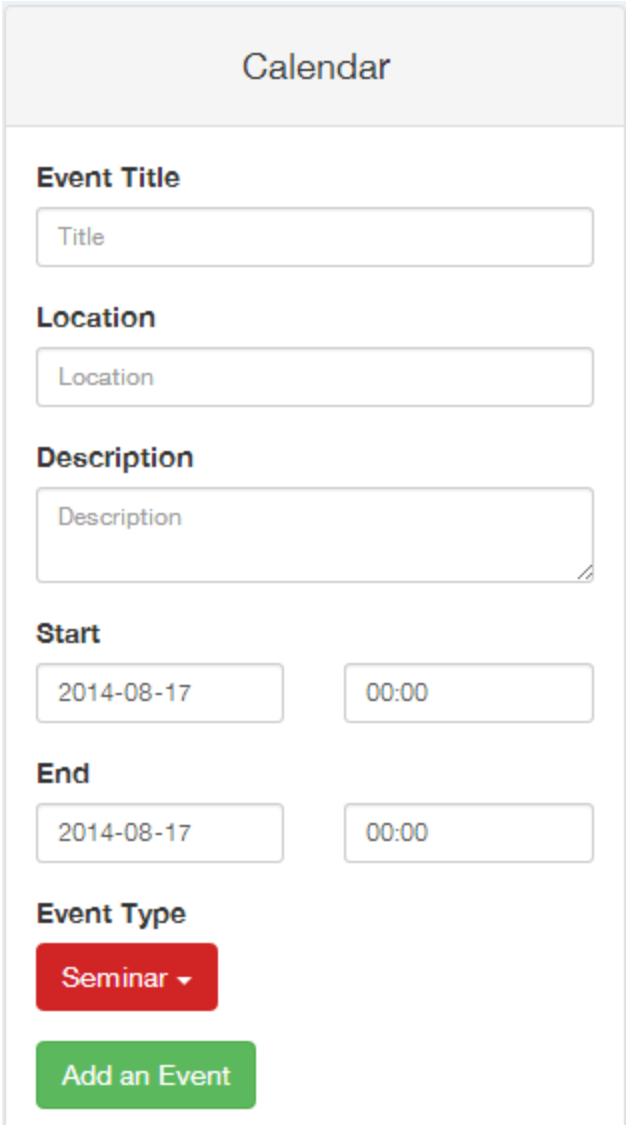
Different colors for easier overview

In the calendar, all events associated with a specific calendar type have their own background colour. This makes it easy to distinguish the different type of events from each other. The colour code can be changed under the Calendar Event Types sidebar menu item. The description of how to change the colors of a calendar type is discussed under the **Calendar Event Types** section.

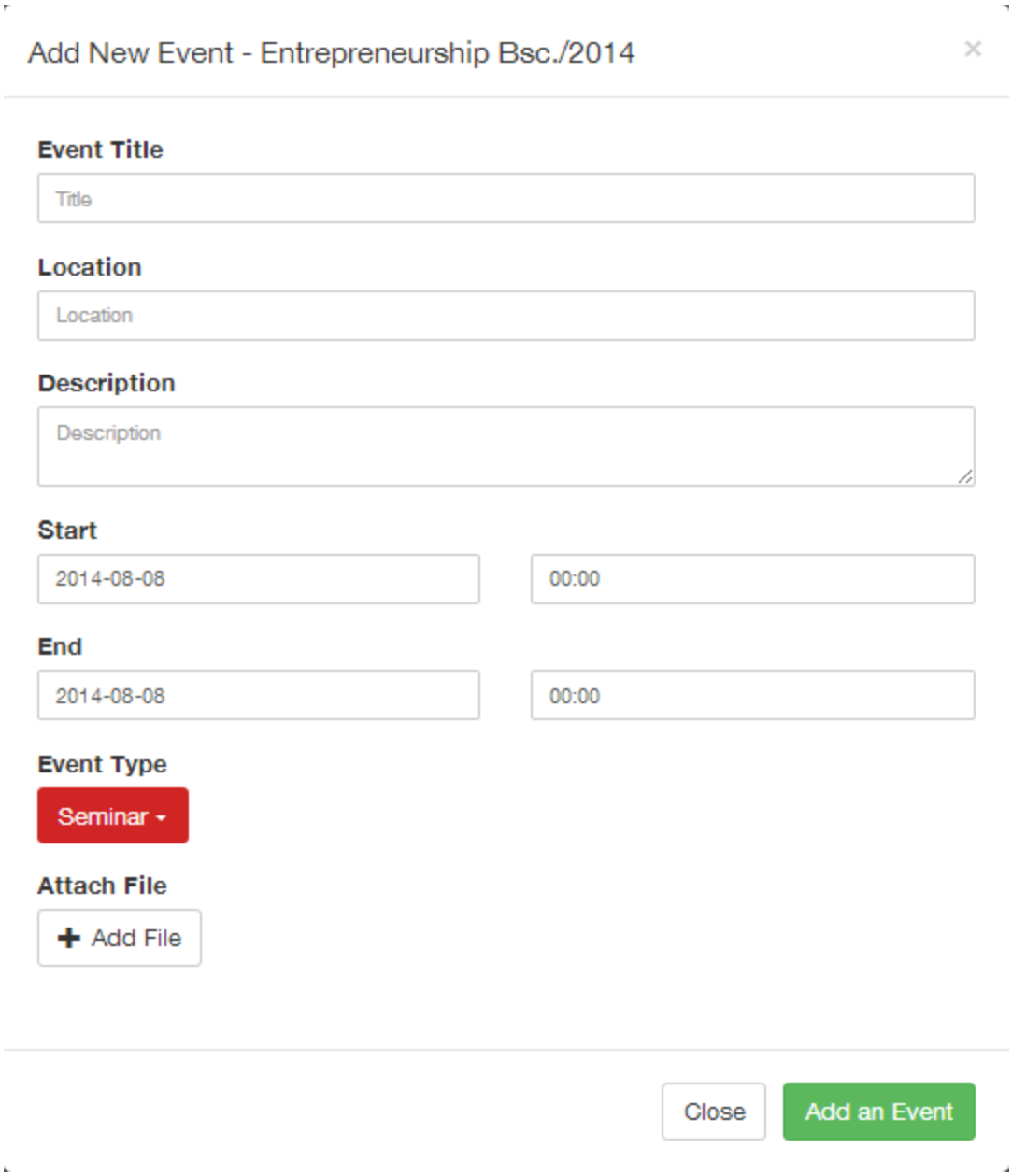
How-tos

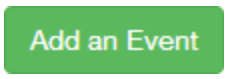
Adding events

1. Click the **Calendar** menu item.
2. Click the day to which you want to add an event. In the **week** and **day** view you can click and drag to select the duration of the event. You can also use just the sidebar on the right side to add an event entirely.



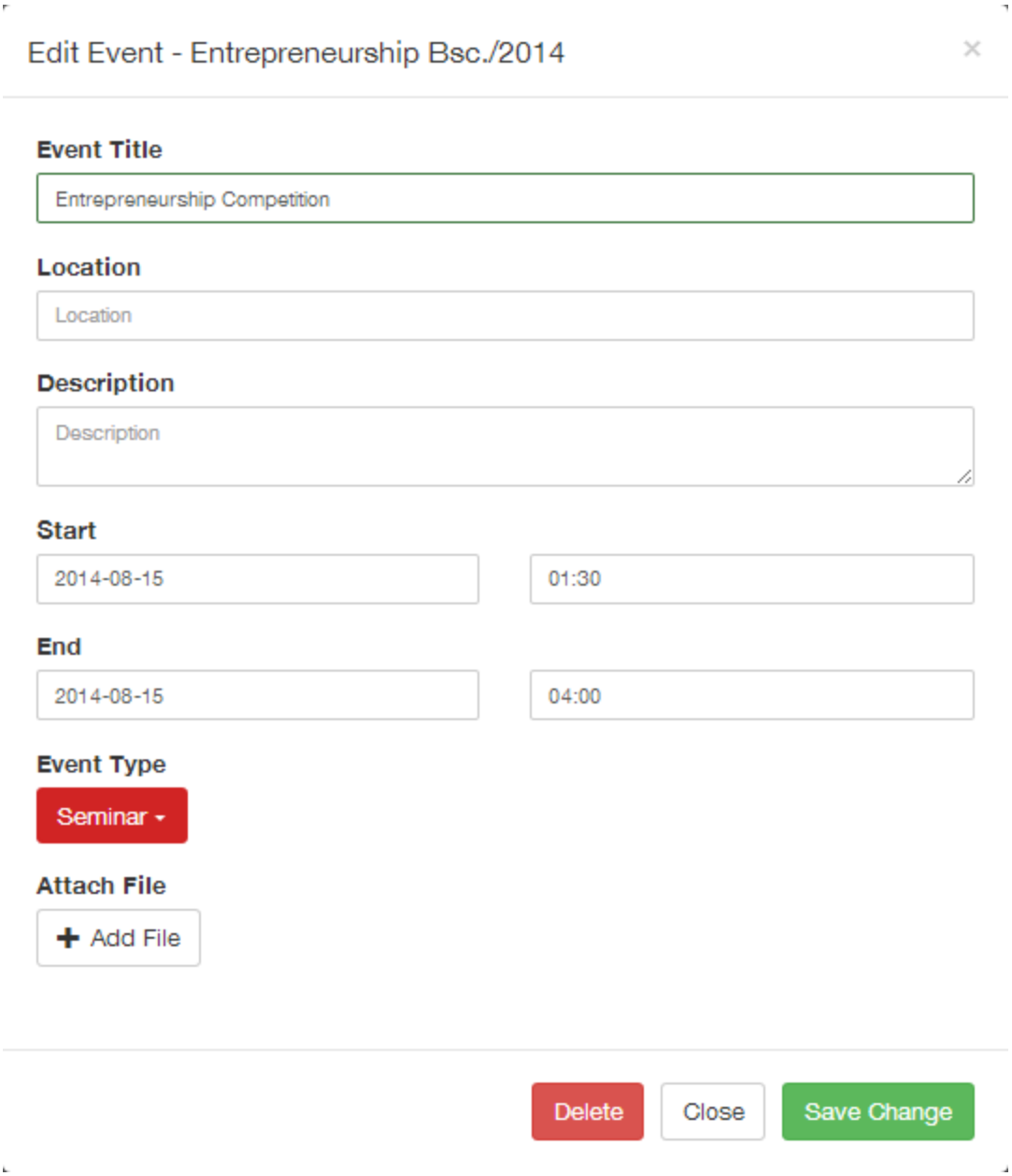
3. In the **Add New Event** pop-up, add the Title of the Event the Location its Description, and the starting and ending date and time. You can choose from different Event Types as well or add files to your event.



4. You can now click on  button to add the event.

Deleting events

1. Click the **Calendar** menu item (only applicable if you are on another menu item).
2. Click on the event which you would like to delete.



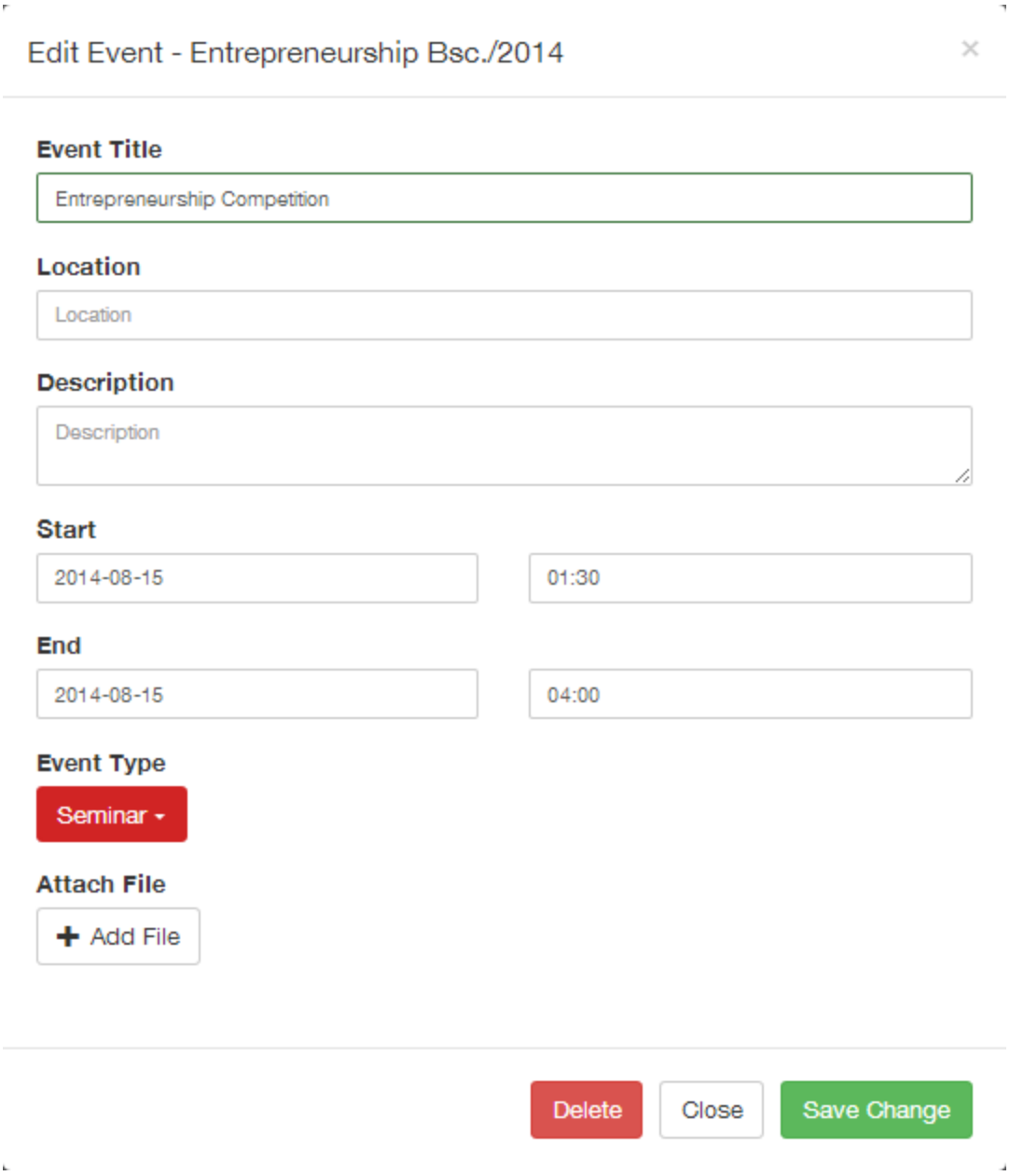
3. In the **Edit Event** pop-up, click on the Delete button to delete the event.
4. Click **Ok** button on confirmation box.

Editing events

1. Click the **Calendar** menu item (only applicable if you are on another menu item).
2. Choose the specific **Year** and **Course** from the page navigation bar on the top. This is

important, in order to edit the calendar event for the wanted Year and Course.

3. Click on the event you want to edit.



4. In the **Edit Event** pop-up, change the Title of the Event the Location, and the starting and ending date and time. You can change the Event Types as well or add files to your event.
5. After you made your changes, click on the Save Change button, to save the event changes.

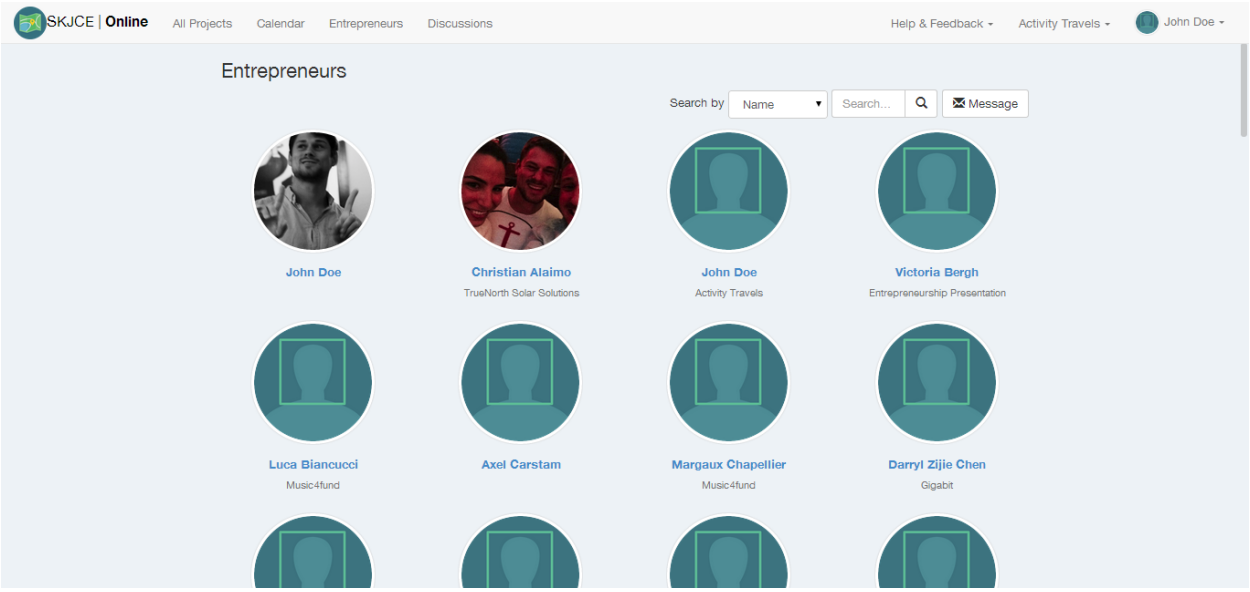
Changing duration of events

Duration is easily changed by dragging and dropping the event. In the **month** view you can only drag and drop the event to another day, but the **week** and **day** view also allows you to expand the duration by placing your mouse pointer (or finger if you are on a mobile device) on the bottom of the event and click and drag to edit the duration.

Another option is to click on an event and then click **Edit**. You can then click use the date picker to select a **Start** and **End** date and time.

Entrepreneurs

We call the students in our system entrepreneurs. Therefore you found the student under the Entrepreneurs menu item. These entrepreneurs can be filtered by year and course. All entrepreneur will be displayed with their profile picture, first name, last name and the project of which they are members. If you want to see more detail of any entrepreneur, you can click on that entrepreneur's profile image or name to open his user profile.

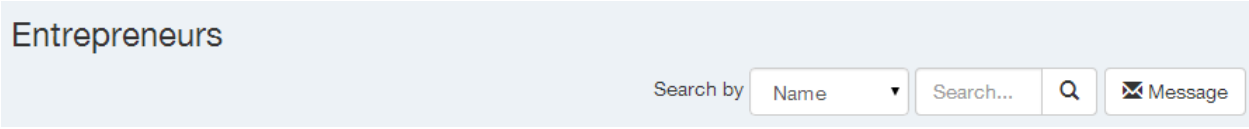


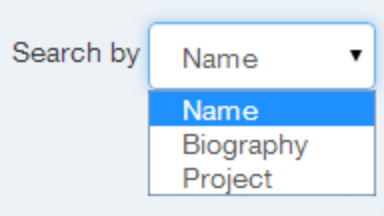
What can You do under Entrepreneurs page?

You as a teacher at Entrepreneurs page can search for users within any Year or Course, or send them messages, select whole teams to contact in one flash, or see students without teams. There is no separation between teachers and administrators, therefore all of them will have the access for all the users. Students only see in their Entrepreneurs page the students within their course and year.

Filter and search

By default, you will see all the entrepreneurs in the system will be displayed, but you can filter only entrepreneurs in a specific **year** or **course** by choosing values in filter dropdown list.





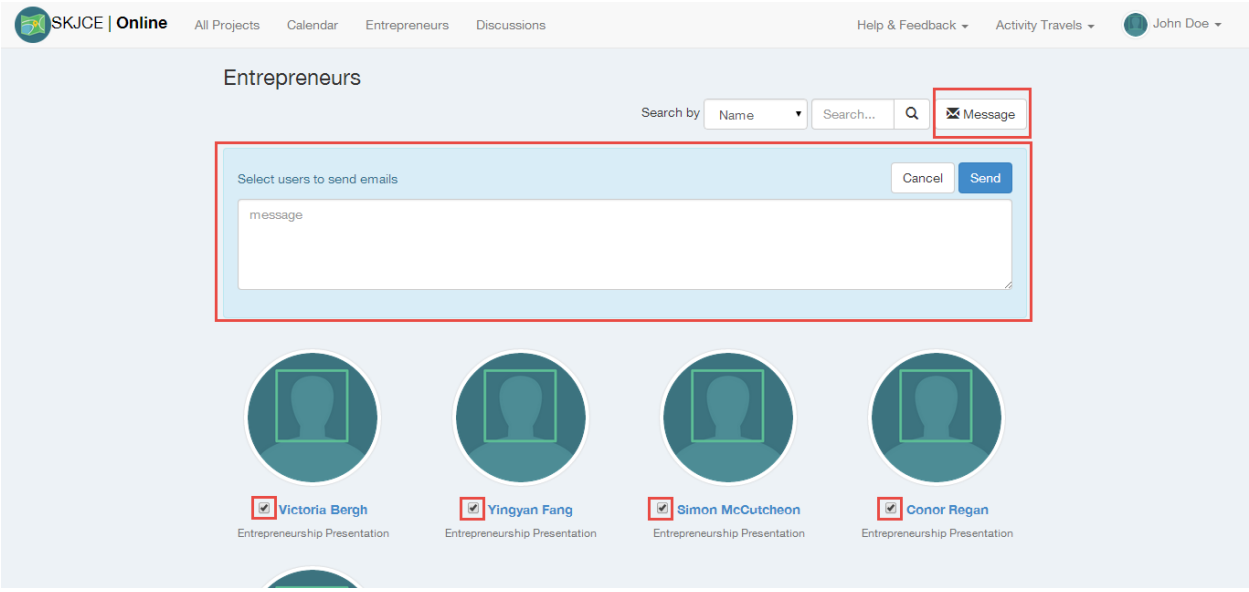
On top of the filtering by **Year** and **Course**, you can search for entrepreneurs by their **Name**, **Biography** information and **Project** name.

Sending message to multiple entrepreneurs

You can send a message to multiple entrepreneurs by clicking on

in the picture below, then enter a message in the **text box** and select entrepreneurs you want to send a message by click a **checkbox** in front of their name. When ready, click

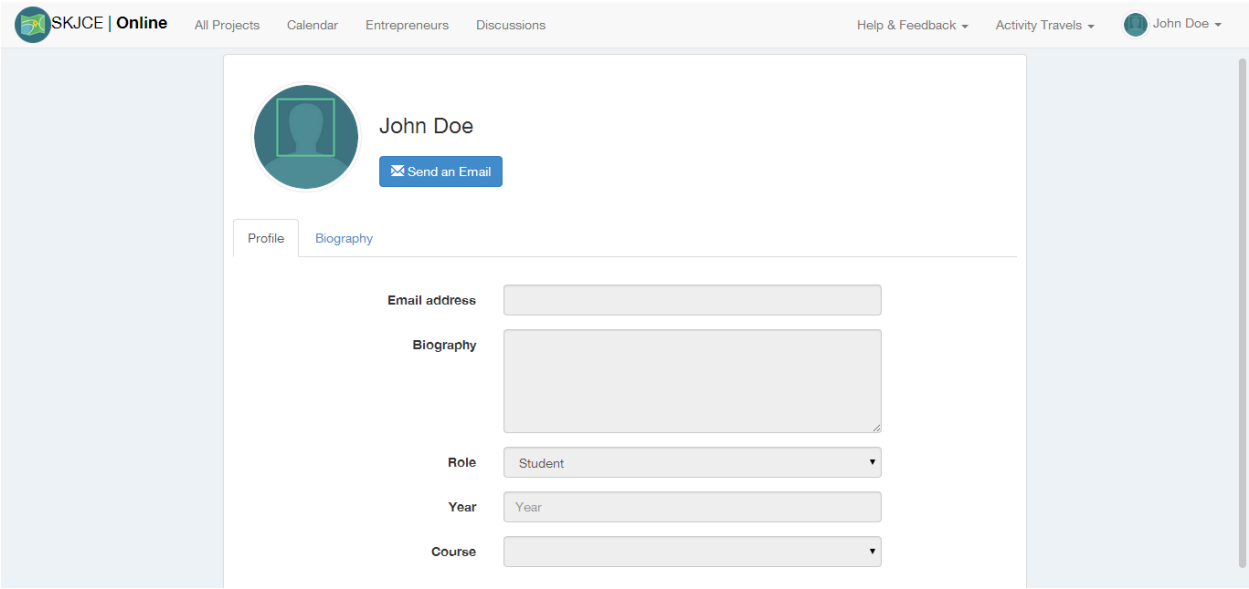
to send a message. This message will be send via an email from the system to entrepreneurs you select.



User Profile

From the **Entrepreneurs** page, when you click on any entrepreneur's profile image or name, it will redirect

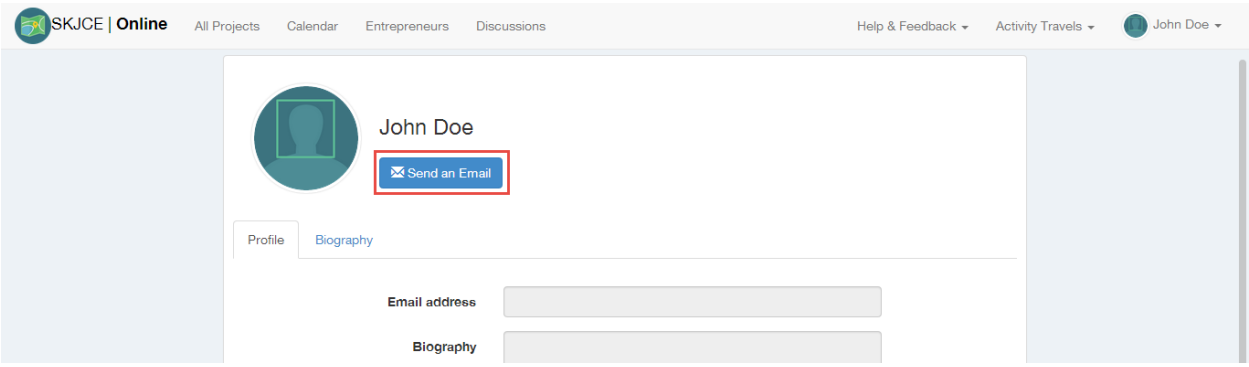
you to the user's profile page. This page contain general information about this user such as an email address and biography.



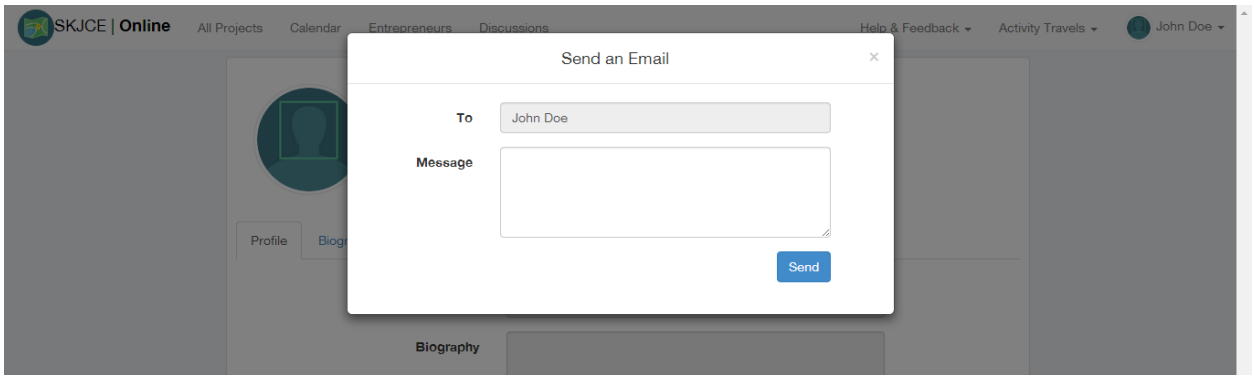
How-tos

Sending a message to a user

4. Click the **Entrepreneurs** menu item.
5. Click on entrepreneur's **profile image** or **name.**
6. In user profile page, click on **Send an Email** button.



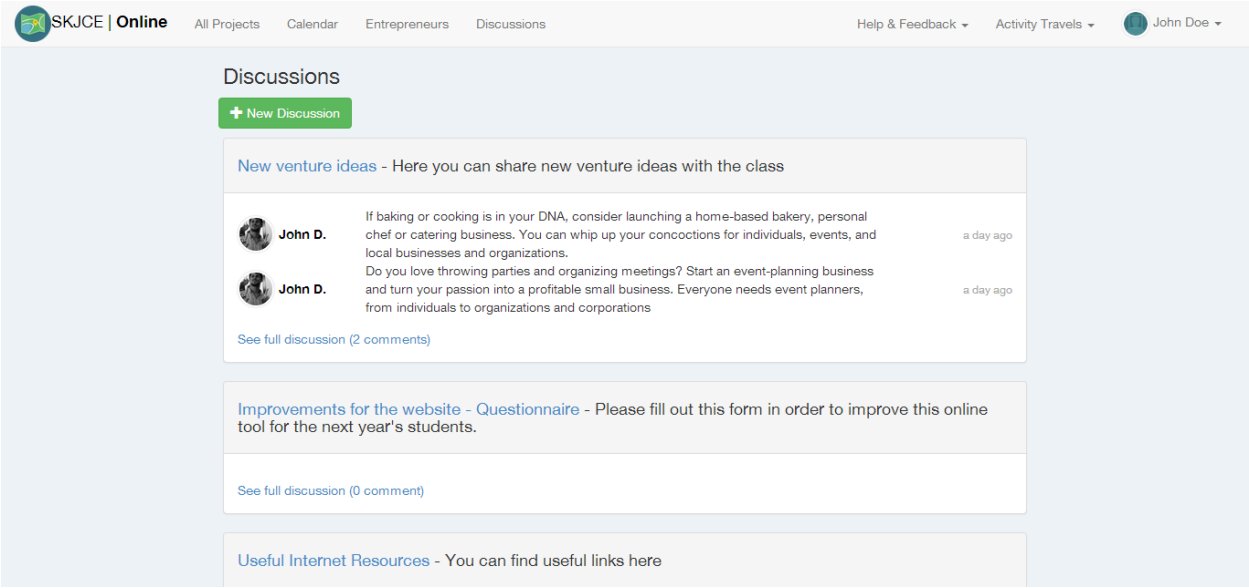
7. Enter a message in the message box.



8. Click to send an email.

Discussions

Discussion menu is the place for everyone to discuss any interesting topics or ask a question related to the course. You can create any number of discussions, and the students can comment on your posts or they are also able to create their own discussions. The latest discussion will be showed on the top, followed by the older discussions. Under each discussion, 5 latest comments are shown, but if you would like to see more, just click on the **see full discussion** on the bottom of each discussion.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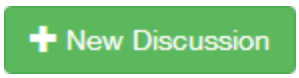
Entrepreneurs
Discussions
Help & Feedback
Activity Travels
John Doe
Discussions
New Discussion
New venture ideas - Here you can share new venture ideas with the class
John D.
If baking or cooking is in your DNA, consider launching a home-based bakery, personal chef or catering business. You can whip up your concoctions for individuals, events, and local businesses and organizations.
a day ago
John D.
Do you love throwing parties and organizing meetings? Start an event-planning business and turn your passion into a profitable small business. Everyone needs event planners, from individuals to organizations and corporations
a day ago
See full discussion (2 comments)
Improvements for the website - Questionnaire - Please fill out this form in order to improve this online tool for the next year's students.
See full discussion (0 comment)
Useful Internet Resources - You can find useful links here

Who can edit or delete discussions?

As it was mentioned above, everyone can create discussions, but who is able to edit or delete them? You as a teacher or administrator have the right to edit or delete any discussions, regardless it was created by you or anyone else. This includes other teachers and administrators and also students as well. Student are only allowed to edit or delete the discussions which was created by themselves.

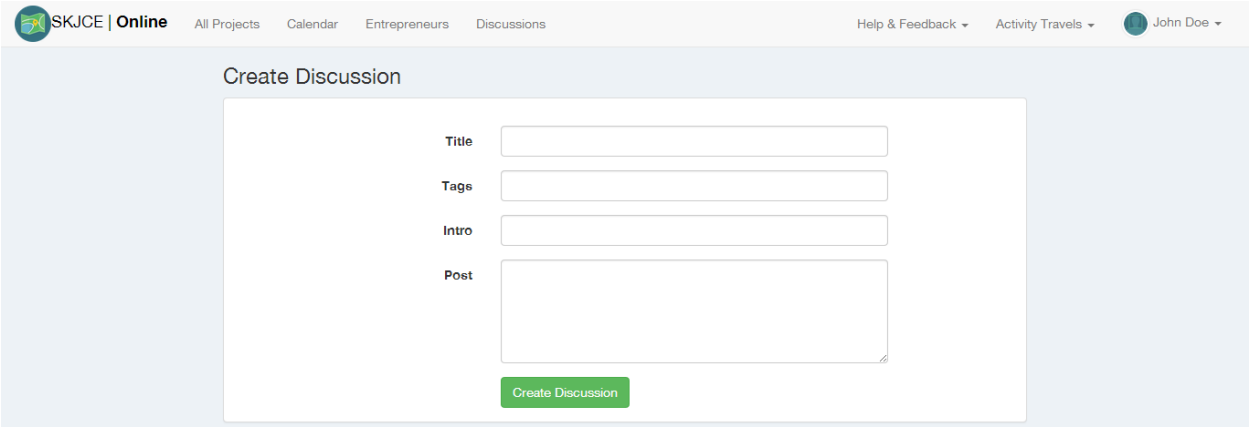
How-tos

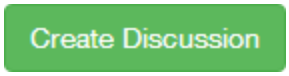
Adding new discussion

1. Click the **Discussion** menu item.
2. Click 

, in order to create the new discussion.

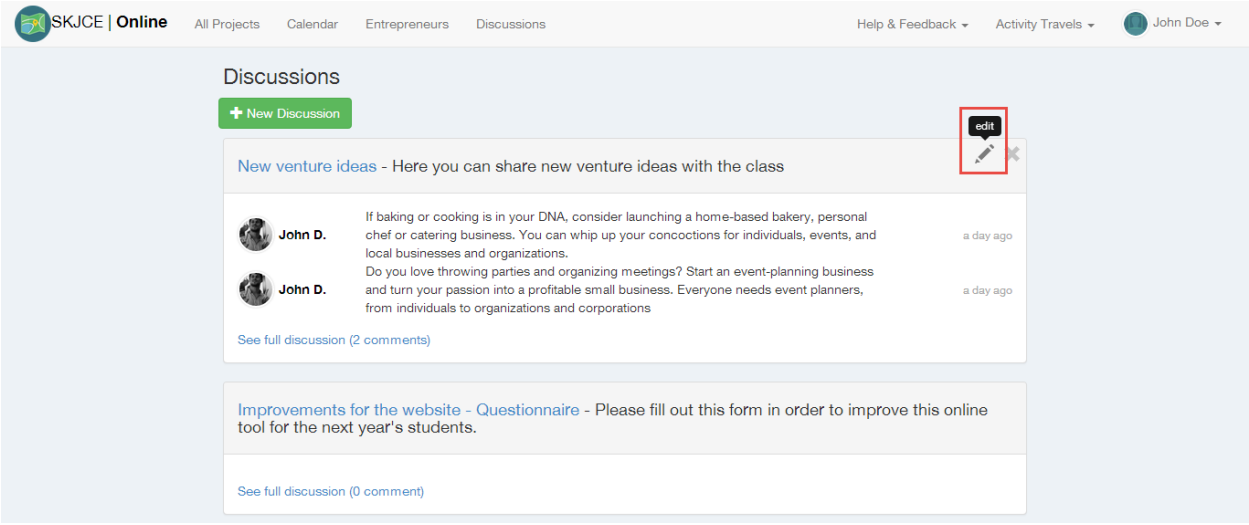
3. Enter the **Title**, **Tags**, **Intro** and **Post** text boxes.



4. Click on the  button, in order to create the discussion.

Editing an existing discussion

1. Click the **Discussion** menu item.
2. Put mouse cursor over a discussion you want to edit. The **edit icon** will appear on the top-right corner and click on .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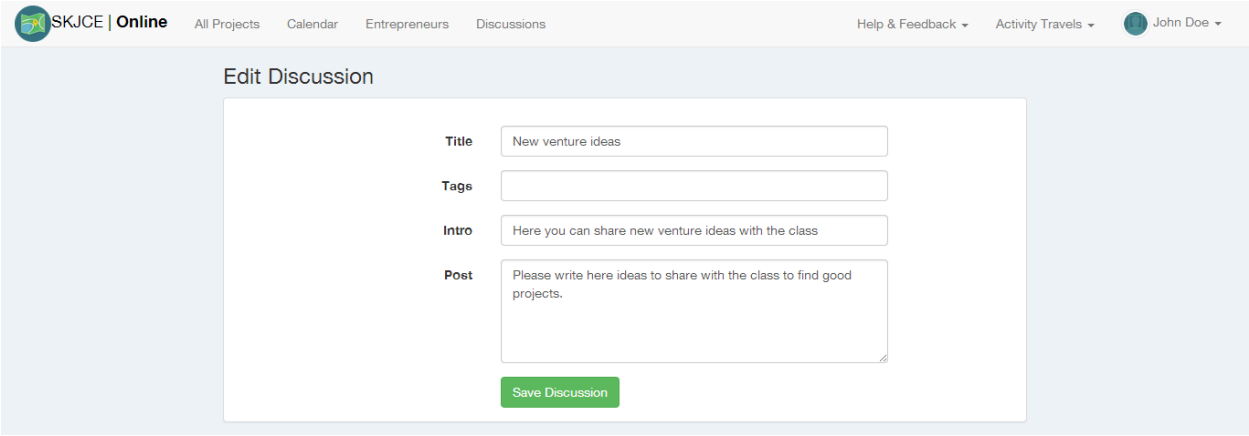
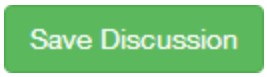
3. Edit the text in the **Title**, **Tags**, **Intro** and **Post** text boxes.



4. Click 

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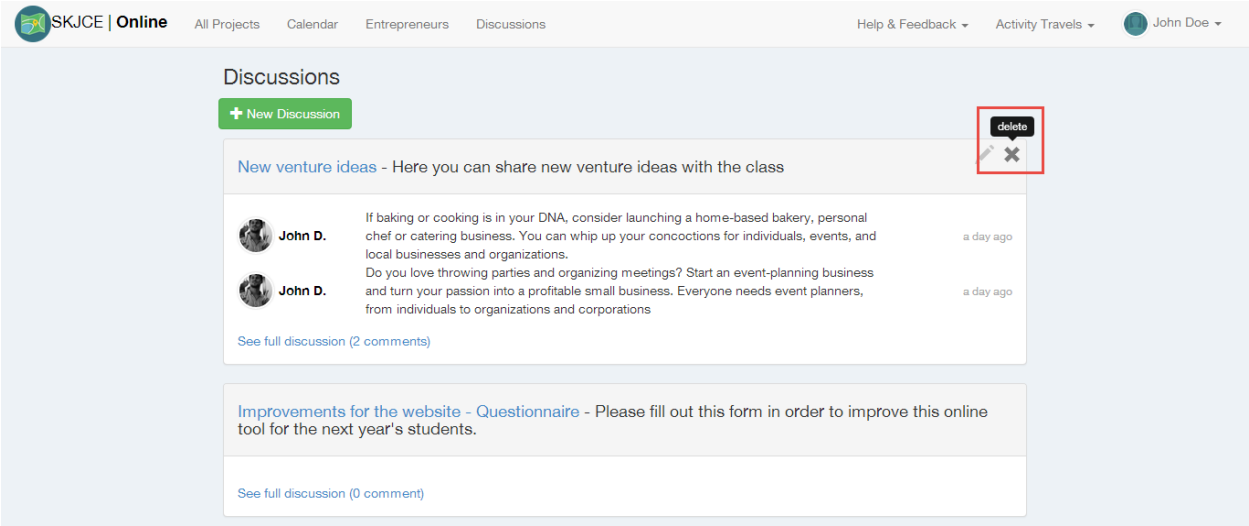
Deleting an existing discussion

1. Click the **Discussion** menu item.
2. Put mouse cursor over a discussion you want to edit. The **delete icon** will appear on the top-right corner and click on
.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3. Click **Ok** on the confirmation box.